

# CHARGES AND ORDERS

FOR THE SEVERAL

O F F I C E R S

O F

CHRIST'S-HOSPITAL;

REVISED BY THE

COMMITTEE of ALMONERS

AT SEVERAL MEETINGS;

And approved and confirmed by

GENERAL COURTS

Held in the said Hospital on MONDAY the 29th Day  
of NOVEMBER, 1784; and on FRIDAY the  
11th Day of FEBRUARY, 1785.



L O N D O N :

Printed by CHARLES RIVINGTON, for the HOSPITAL.

At a Court holden in CHRIST-  
HOSPITAL, on Monday the  
Twenty-ninth Day of November,

1784.

The following Extract from the Resolutions  
of the Committee of Almoners was read.

“At a Committee the 10th Nov. 1784

“The Committee and Orders for all the  
“Officers of the Hospital having been  
“presented, agreeable to a former Order, and a  
“Copy thereof sent to every Member of the  
“Committee previous to the Meeting, it was  
“unanimously agreed that a Copy should be sent  
“to every Governor, accompanied by the follow-  
“ing Letter, which was now read, and is to  
“be signed by the Clerk.



“Sir,  
“THE Committee, having at several  
“Meetings, and after very mature Deliberation,  
“have agreed to recommend to the General Court  
“some new Arrangements with respect to the Sala-  
“ries of the Officers of this Hospital; it becomes  
“in their Opinion, also expedient that they should  
“give an equal Degree of Attention to the various  
“Duties



*At a Court bolden in CHRIST'S-  
HOSPITAL, on Monday the  
Twenty-ninth Day of November,  
1784,*

The following Extract from the Resolutions  
of the Committee of Almoners was read.

“ At a Committee the 10th Nov. 1784,

“ **T**HE Charges and Orders for all the  
“ Officers of this Hospital having been  
“ printed, agreeable to a former Order, and a  
“ Copy thereof sent to every Member of the  
“ Committee previous to this Meeting, it was  
“ unanimously agreed that a Copy should be sent  
“ to every Governor, accompanied by the follow-  
“ ing Letter, which was now read, and is to  
“ be signed by the chief Clerk.

“ Sir,

“ *Christ's-Hospital, 10th Nov. 1784.*

“ **T**HE Committee of Almoners having, at several  
“ Meetings, and after very mature Delibera-  
“ tion, agreed to recommend to the General Court  
“ some new Arrangements with respect to the Sala-  
“ ries of the Officers of this Hospital; it became,  
“ in their Opinion, also expedient that they should  
“ give an equal Degree of Attention to the various  
“ Duties

“ Duties of such Officers; that they should revise  
 “ such Charges and Orders as had been formerly  
 “ given to some of them, and prepare Charges for  
 “ many of them, who, as well as their Predecessors  
 “ in Office, had never received any; making the  
 “ whole, as near as might be, conformable to the  
 “ established Rules and good Practices of the Hos-  
 “ pital.

“ This, with much Pains, has accordingly been  
 “ done; and I have received the Direction of the  
 “ Committee to send you a printed Copy of the same  
 “ Charges and Orders; and to request, that you will  
 “ be pleased to peruse and consider them previous to  
 “ the Meeting of the next General Court, which is  
 “ appointed to be held on Monday the 29th Day of  
 “ November, 1784; and to which the said Charges  
 “ and Orders are to be presented for Approbation.

“ I am, Sir,

“ Your most obedient, humble Servant.

“ And it was also unanimously agreed that it  
 “ be made the Request of this Committee to the  
 “ General Court, that they will take the same  
 “ Charges and Orders into Consideration at their  
 “ next Meeting; and that they will be pleased  
 “ to approve, or amend, and confirm the same.”

And the Governors present, having each re-  
 ceived the Copy before-mentioned, at least ten  
 Days before this Meeting, and being also inform-  
 ed that all the Officers had been desired by Letter

to propose any Alteration, or recommend any Improvement in their respective Charges and Orders before they were first printed and distributed to the Committee; the Court proceeded to the Consideration of the same Charges and Orders separately; and a few Amendments\* being proposed, seconded, and agreed to, they were entered as Resolutions of this Court. The Court then unanimously approved and confirmed the said Charges and Orders, with the Amendments, and came to the following Resolutions concerning the same:

That they be all fairly transcribed in a Book to be provided for that Purpose, and kept in the Counting-House of this Hospital; and that they be hence-forward considered and observed as the standing Rules of this Court;

That the Thanks of this Court be given to the Committee of Almoners for their kind Attention and great Pains in framing the same;

And "that the Committee be directed at their  
" first Meeting after this Court, to deliver to  
" every Officer and Master of this House fair  
" Copies of their respective Charges and Orders;  
" with a strong Injunction that this Court does  
" expect in every Instance their strict Adherence  
" thereto."

*Joseph Eyre, Clerk.*

\* The Amendments are made in this Copy.

C O N-



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*No Charges had been heretofore prepared for the Offices marked. \**

*Those marked + are almost wholly new, being new modelled, and the Duties more particularly pointed out.*

*The Repetitions, which, in a Collection, may seem unnecessary, are indispensable.—The Charges and Orders have been printed together for the Inspection of the Governors; but, in future, the Officers will receive them separately, as usual; for which Reason the same Duties are repeated in several Places. If the Charges and Orders were to appear only in this Way, the Redundancies might easily, and would certainly, have been avoided.*

**CHARGES**





# C H A R G E S

A N D

O R D E R S.

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## *The* P R E S I D E N T ' s C H A R G E .

**W** H E R E A S the President of every several Hospital is chief Ruler and Governor of the House whereunto he is chosen ; the President's Authority of this Hospital shall be from time to time, at his Pleasure, and as to him shall seem good to cause the Governors to be called together to a full Court. But in Case of Indisposition of Body, or Absence of the said President, it shall be lawful for the Treasurer, by the Direction of a Committee of Almoners, or any five of them, to cause a full Court to be called, of all the Governors, to determine all Matters for the Hospital.

A

*The*

*The CHARGE of a GOVERNOR to be  
taken in a FULL COURT.*

*Worshipful Sir,*

**A**GREEABLE to very ancient and laudable Custom, you will be pleased to take Notice, in the Presence of this Right Worshipful Court, that, at several Meetings of the Governors, you have been nominated, approved, and appointed a Governor of *Christ's-Hospital*: And

You are earnestly required and confidentially expected faithfully and diligently to act in that Station, which is of the highest Importance, and of great Trust; inasmuch as you are called to be one of the Distributors of the Goods of Almighty God to a very numerous Body of helpless Children, and to many other necessitous Persons: In which Office, if you shall be found negligent, you will not only declare yourself a most unworthy Servant of Almighty God, but also a very great Enemy to that Work, which doth most highly advance and adorn the Commonwealth, and chiefly the City of *London*.

And you are therefore solemnly required to promise before this Assembly, faithfully to labour in your Office of a Governor; that this Work may have its Perfection, and that the Number of helpless Infants committed to your Care may be carefully kept, diligently attended  
and

and instructed, and wholesomely provided for ;  
and, promising to do this, you are now admitted  
a Member of this Court.

*The* TREASURER'S CHARGE.

**Y**OUR Office and Charge is to receive and  
pay all such Sums of Money as by any  
Means shall appertain or belong to the relieving  
and comforting of the poor Children in this  
House ; and you shall cause a fair Account to  
be kept thereof in one or more Book or Books,  
which shall be inspected by the Auditors at their  
Pleasure, and shall produce the Money, appear-  
ing thereby to be in Cash, to them as they shall  
require the same ; and you shall cause a true  
and just Account to be made of what shall be  
received and paid every Year, and the Year's  
Account shall determine about the End of *De-*  
*cember* yearly ; and on or before the tenth Day  
of *February* in every Year, you shall cause the  
said Account to be made up in Writing, and  
deliver the same, signed by you, to the Audi-  
tors appointed for that Purpose, to be audited ;  
who, upon Approbation thereof, shall sign the  
same ; and the Money due upon the Foot of the  
said Account, which shall be found in your  
Hands, you shall produce unto the Auditors of  
the same Account. And whereas the Receiver  
of this Hospital, to the Intent you shall be less  
troubled, is appointed to receive and pay Money



by your Order, you shall for your better Security therein once every Week, that is to say, every *Saturday*, cause him to make up his Account; which you shall then examine and sign; and what Money shall appear to be in the said Receiver's Hands, upon the Audit of his Account, you shall take into your Custody, excepting the Sum of £100, or any other Sum not exceeding £1000, which you shall leave in his Hands to defray necessary Expences by your Appointment; and although it is intended and directed that this Account shall be made up once a Week, it shall be lawful for you at any Time, when you shall think proper, to cause the said Account to be stated. And further as you shall receive the Overplus of Money from him, so shall you, if apparent Need require, deliver such competent Sum or Sums of Money to the Receiver, as you shall think meet, and the Exigencies of the House shall require. You shall, at your first Entrance into your Office, or within one Month after at the farthest, receive into your Hands from the Clerk of this Hospital, an Inventory of all, and all Manner of Goods belonging to this House, as well in the Hands of the Clerk of the Wardrobe, as of any other Officers charged in this House, and the same shall be indented, the one Part thereof to remain in your Custody, and the other in the Custody of the Person charged; and at the Year's End you shall peruse the Inventory of the said Goods, and if it shall happen any Officer charged

charged shall depart from his said Office in your Time, you shall see the Goods which were committed to him or her, by Inventory, delivered into the Custody of the new Officer; and if it shall happen that any Part or Parcel thereof shall be wanting, which in conscience ought to be answered, you shall cause the Party so going away to pay for the same if he cannot give you an Account to your Satisfaction, otherwise to lay the same before a Court, that Order may be taken therein. You have also Authority to call before you all such Persons or Officers as have the Collection or gathering of any Sum or Sums of Money due to this House, and to demand an Account of their Doings: And all the Officers in this House, as well Men as Women, whatsoever, not behaving themselves faithfully and diligently in their Offices, if any such Thing shall happen, you shall call before you, and admonish them for the first or second Time at the most; but if the Offence be very grievous, and tend to the Hindrance of the House, then the Matter shall be brought before the Court, and the Parties thereunto answer and abide such Order as shall be made in that Behalf. You shall not make Payment of any Sum or Sums of Money for any Manner of Provisions, Work done, or Goods delivered for the Hospital, before the Bills be examined, condescended to, and signed by three Governors, Members of the Committee; except it be for Nursing of Children, ordinary Pensions, Wages, and Fees, Coals,

and such Goods as are bought by wholesale by your Direction, and on Payment of which a Discount is allowed. Further, you, with two of the Almoners, shall give Order for, or provide all Necessaries for the Children of this Hospital; that is to say, all Linen and Woollen, Shoes, Stockings, Caps, Girdles, Books, Bread, Meat, Beer, Butter, Cheese, Milk, Coals, &c. and you shall see that the said Provisions shall be bought in due Time, and at reasonable Prices; and you shall use your utmost Endeavour that the several Orders of the Court now in force, and which shall be hereafter made, be put in due Execution; and in particular you shall take Care for the Summoning of the several Committees; wherein you are to preside in the Absence of the President. And lastly, if any withdrawing of the Sums granted to the Maintenance of this House shall at any Time appear unto you, by reason whereof any Damage or Prejudice may arise to this House, you shall give Knowledge thereof in due Time to the Court.

*This is your Charge which you are desired to observe, and your Labour and Pains herein shall be rewarded at the Hands of Almighty God, whom you chiefly serve in this Office: For, as the Apostle saith, Godliness shall have its perfect Reward, not only in this World, but in the World to come.*

*The*



*The* CHARGE of a COMMITTEE  
GOVERNOR. \*

**W**HEREAS you have been selected from the great Body of Governors, and appointed, by the General Court, to be a Member of the Committee for the better directing and carrying on the numerous, various, and important Concerns of *Christ's-Hospital*: and have kindly taken the said Office upon you, of your own free Will, and from a pure Desire to serve and promote the Welfare of so excellent an Institution: It is earnestly hoped, and confidentially expected, that you will consider this Charge as containing Duties, which it is incumbent on you, at all convenient Times, to perform.

To attend in the Hospital at all Committees, when you shall be summoned by the Direction of the President, the Treasurer, or any five Members of the Committee; and especially at those which are appointed to be held upon the second *Tuesday* in every Month, usual Holidays excepted, and those which are to be held within six Weeks after every *Lady-Day* and *Michaelmas-Day*; and to take Notice at such Meetings whether the Clerk has entered the Proceedings and Resolutions of the former Committees, agreeable to the Sense and Intention of the Governors; and, if not, to see that every Omission be inserted, and every Mistake rectified, in due Time.

*As an* AUDITOR.

**T**O make suitable Enquiry respecting the Fitness of every Gentleman nominated to be a Governor of this House, whose Qualifications shall be referred to your Consideration by the General Court, and give your Suffrage with Impartiality accordingly.

And to inspect the Accounts of the Hospital occasionally; and, more particularly, the annual General-Account; and see that the whole be openly, fairly, and fully stated, as usual, by one of the Clerks; and that a true Report be made, from time to time, to the Court, of the State and Condition of the Hospital.

*As a* RENTOR.

**T**O give Attendance upon all Views, when summoned; to assist the Treasurer and other Governors present with your best Judgment as to the Value of any Houses or Estates belonging to the Hospital; and in making a true Report to the Committee at their next Meeting, of the State and Condition of such Houses and Estates.

To assist, with your utmost Discretion, in letting any of the same Houses and Estates at Will, or in granting Leases thereof; having Regard

gard to the Responsibility of Persons who offer to become Tenants; and taking Care that such as make Contracts to do the necessary substantial Repairs, perform the same in due Time; and, if at any Time it shall be found expedient that the Repairs of any House or Estate, should be done at the Charge of the Hospital, to give such Directions as that the same Repairs may be done according to Order of Court: for which Purposes a Book shall be laid before every Committee, containing an Account of all Repairs to be done under Contract or Agreement, from time to time, at any of the Hospital's Buildings or Estates; the Money to be expended therein; and the Time in which such Repairs are to be completed.

To be careful that none of the Hospital's Leases are assigned to Paupers, or other improper Persons; and that no Encroachment be made on any Part of the Hospital's Estates.

*As an ALMONER,*

**T**O examine strictly into the Qualifications of all such Children as are presented for Admission, and are referred to the Almoners for that Purpose by the General Court; and to take especial Care that none be admitted contrary to the Regulations from time to time in force respecting the Admission of Children; and, moreover, that no Child be received into the Hospital



pital on any Account, or under any Presentation whatsoever, who was not born in lawful Wedlock ; nor any who are improper Objects of a charitable Institution, from the Condition or good Circumstances of their Parents.

To examine from time to time into the State of the House, in Town and Country ; and particularly as to the Number of Children ; and use your Endeavours that only so many may be admitted as can be comfortably supported by the certain Revenues of the Hospital ; and no more than may be commodiously lodged, at the Rate of two in a Bed, either in Town or Country.

To attend the Visitations of the several Schools at the usual stated Periods, to be satisfied from your own Observation, and from the Reports of the Gentlemen who kindly assist in the Examination of the Children, that the several Masters perform the Duties prescribed in their several Charges ; and to observe the general Behaviour of the Children at all convenient Times, that you may be enabled to judge whether the Officers, who are entrusted with the Care of them out of School-Hours, perform the Duties in like Manner prescribed to them.

To attend the Visitation of the Schools in the Country, to the same Intent, when summoned by the Treasurer for that Purpose ; and to visit them at any other Time when you shall think fit.

To assist the Treasurer, when called upon, in contracting for Meat, or any other Provisions ;  
in

in buying Materials for Apparel, Bedding, &c. and in giving Direction for any material Repairs to be done within the Hospital, in Town or Country, or to any Part of the Hospital Estates which are not to be repaired under a Contract or an Order of Court.

To attend the half yearly Committee before-mentioned for the Inspection of the Bills and Vouchers delivered for Provisions, Apparel, and other Goods, Repairs, and Disbursements; and to sign such of them as shall fall under your immediate Inspection, with two other Members of the Committee, if you shall approve the same; as a Warrant to the Treasurer for Payment thereof: as no Bills are to be paid without such Warrant, except they be for Nursing of Children, Bread, Meat, Coals, Linen, Shoes, and such other Provisions and Goods as are contracted for by the Committee at stated Prices, or are bought by wholesale by the Direction of the Treasurer; concerning which Bills every Governor may be fully satisfied at any Time upon Enquiry.

To visit the Great Hall in the Hospital, occasionally, at any of the Hours of Refreshment, and see that the Provisions are good and wholesome, and cleanly and properly dressed; agreeable to the good Prices paid, and the ample Allowances made by the Governors for those Purposes. — With Regard to the Provisions, the Dressing, and the Quantity for each Child in the Country, much Dependence must be had upon the Fidelity of some resident Officer; and there.

therefore, the Reading and Writing Master at *Hertford* is enjoined this Duty, especially, in his Charge.

In like Manner to visit any of the Wards in the House, at your Pleasure; to see the Bedding and all other Necessaries in the Department of the Wardrobe-keeper, are timely and properly supplied by him; and that the Nurses and all other Persons concerned, do their Duty as to the decent and cleanly keeping of the same, and the Childrens' Wearing Apparel. In this Duty, also, much Confidence must be reposed in the Master at *Hertford*, to the Performance of which, he is also bound by his Charge.

To assist, with Benevolence and Impartiality, in the Distribution of such Pensions and other Gifts as are, or shall be, in the Disposal of the Almoners: always preferring, with your best Discernment, the most fit and deserving Objects of such Bounties.

And to propose, to a full Committee, any Regulation by which the Comfort and Welfare of the Children may be promoted; and to advance the Credit and general Good of this Royal, extensive, and most useful Institution by every Means in your Power.

*And doing these Things your Example will be worthily admired and imitated; and you will assuredly receive the full Reward of your Labours at the Hand of Almighty God.*

*The*



*The* PHYSICIAN'S CHARGE.

**Y**OUR Charge is from time to time to give your best Judgment, and to administer good and wholesome Counsel for the Preservation of the Children and Officers resident in this House; and when any of the said Children or Officers are sick, you shall not fail, upon Notice given you thereof, to visit them, and to order fit Medicines and Remedies as the Nature of any of their Diseases shall require.

*And this you shall faithfully do without any other Reward or Fee than your yearly Salary.*

*The* SURGEON'S CHARGE.

**Y**OUR Charge is to visit the poor Children in this Hospital, and as often as there shall be any Occasion of Cure for you to do, you shall perform the same faithfully, and with all Expedition; and because sudden Accidents do many times befall the poor Children, the which require your speedy help, you shall not fail in your own Person to come at least once a Day.

You shall, upon Notice being given or left for you, constantly attend upon all Courts and Committees, and at other Times when Children are to be admitted, to examine them, and

to take Care that none be admitted who have any infectious Distemper; or Disease or Infirmary which may be judged incurable; contrary to an Article in the Regulations for the Admission of Children; and if any Child so distempered shall, after Admission, come under your Notice, or within your Knowledge, you shall forthwith represent the Case of such Child to a Committee of Almoners.

*And this you are carefully to do without any other Fee or Reward than your yearly Salary.*

#### *The* APOTHECARY'S CHARGE.\*

**Y**OU are required constantly to reside in the Apartment which is at present, or which shall hereafter be, assigned to you within this Hospital; and not to be absent from the Hospital a whole Day, or one Night, without special Cause; and then not without Permission by the Treasurer, or a Committee of Almoners.

You shall provide, at the Charge of this House, all such Drugs and Medicines as the Physician shall think proper and expedient; and you shall take Care that no Part of the same Drugs or Medicines be wasted, or otherwise applied than for the Use and Benefit of the Children of this House, and of the resident Officers, their Families and Servants.

You shall attend regularly upon the Physician of this House at all such Times as he shall think

think proper to visit the Children at the Sick-ward, or any of the resident Officers of this Hospital, their Families, or Servants; and shall prepare, compound, and administer, or deliver such Medicines and Remedies as the Physician shall prescribe for their Relief as soon as possible. And whereas the Governors have Confidence in your Judgment in prescribing, as well as Skill in compounding of Medicines, you shall, in the Absence of the Physician, dispense such Remedies and Help as your best Judgment and Discretion shall approve; always submitting all your Measures to the Inspection of the Physician at the first Opportunity.

You shall take special Care that all the Drugs, Medicines, and other Articles delivered for the Use of this House, in your Department, are of the best Kind; and that a moderate Charge only is made by those who supply the same.

And whereas Retirement is necessary to Persons afflicted with Disease, with respect to themselves, and proper, with regard to others; and Confinement to certain Bounds is for many Reasons conducive to the Preservation of good Order amongst the Children of this House, you shall take special Care that the Gate leading from the Sick-ward Yard to *Grey-Fryars* be kept, as heretofore, constantly shut; that sick, lame, or otherwise diseased Children may not get into the Streets, to their own harm, and the Reproach of this House, by a Way seldom visited by the other resident Officers; and if you, or  
any



any of your Family or Servants have Occasion to pass that Way, you shall take Care that the Gate be not left open.

And lastly, as the Children of this House, and the Officers, their Families, and Servants are very numerous, requiring your constant Attention, you are not to visit any other Person, or transact any other Business as an Apothecary; but shall employ your whole Time and Judgment in the Preservation of the Children and resident Officers, their Families and Servants.

*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform: And it is also earnestly recommended to you to promote the Welfare of the Children of Christ's-Hospital by every other Means in your Power.*

*The CHARGE of the NURSE of the SICK-WARD.\**

THE Governors have reposed greater Confidence in you than in any of their other Nurses, inasmuch as they have committed to your Care the weak, sick, lame, and otherwise diseased Children of this House; and you are, therefore, hereby admonished that much Vigilance and Discretion, and an equal Degree of Tendernefs, must necessarily be exerted in the Discharge of the Duties of your Office.

You shall receive all such Children of this House as shall be brought to you by any of the Nurses

Nurses on Account of Sickness, Lameness, or any other Infirmary; and shall give them your best Assistance until you can receive the Direction of the Physician, Surgeon, or Apothecary, concerning them.

You shall constantly employ two Persons to assist you in the Care of the Children, and in Household Business, for which Purpose you receive an Allowance weekly; and you shall not engage any further Assistance at the Charge of this House but upon very special Occasions; and then not without the express Direction of the Physician.

You shall not procure or make any Provision for the Children under your Care, different from that which is regularly provided by the House, unless you shall be specially directed so to do by the Physician; and in such Cases you shall produce Vouchers for what you shall disburse in that way, if required.

You shall carefully administer to the Children all the Medicines prescribed by the Physician and Surgeon, or which shall be delivered to you by the Apothecary of this House for that Purpose; and, when called upon, you shall be ready to acquaint the Physician, the Surgeon, or the Apothecary of the Effects of such Medicines during their Absence, as far as such Effects can fall within your Observation.

You shall pay a due Regard to all such Directions as shall at any Time be given to you by the Matron of this Hospital as to the cleanly  
B keeping

keeping and comfort of the Children ; or by the Steward, as to the better Government of them ; and you shall, Morning and Evening, when it can be done without disturbing the Sick, or fatiguing the Weak, cause one of the Children to read a Chapter in the Bible, and that Part of the excellent Form of Prayer used in this House, which is suited to the Time of the Day.

You shall not permit the Children to play at Cards, Dice, or any unlawful or hurtful Games ; nor to wander about the Hospital or neighbouring Streets on any Account or Pretence ; but shall keep them calm and quiet in your Ward, or in the Square adjoining ; that the Amusements which are fit for them may be taken under your frequent Observation ; and to that End you shall cause the Gate, leading from the Sick-ward-Yard into *Grey Friars*, to be kept constantly locked.

You shall not be absent from this House, Day or Night, without the Permission of the Treasurer, and the Approbation of the Physician.

You shall keep a Book, in which you shall enter the Names of such Children as come under your Care, and the Times of their coming to, and leaving the Sick-ward ; and also what their Disorders are, as far as they come to your Knowledge ; and, when any Child dies, you shall give immediate Notice thereof in Writing at the Counting-House.

You shall take Care that none of the Hospital's Property, in your Custody, be wasted, lost, or embezzled, but safely and cleanly kept  
and



and accounted for to the Wardrobe-keeper of this Hospital.

You shall as often as the Nature of your Office, which implies Confinement, will permit you, attend Divine Service at *Christ-Church*; and whenever you appear officially in Publick, you shall wear your blue Livery.

*This Charge points out some of the principal Duties of your Office, which you are strictly enjoined to perform; and to be at all Times so circumspect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care.*

---

*The CLERK'S CHARGE.*

**Y**OUR Charge is to attend in this Hospital upon the Affairs thereof, and whatsoever the Governors at their Meetings shall agree upon, you shall take Care that the same shall be entered in the Books of this Hospital incident to the Matter.

Further, whatsoever at any Court shall be agreed on, being requisite to be kept secret, you shall not in any wise open or disclose to any Person or Persons whomsoever; and to the Intent that all Things in your Office may be readily answered, you shall keep, or cause to be kept, the following Books, and any others which the Court or Committee shall think convenient:

A Book in which shall be fairly entered all the Proceedings of the General Courts ; which, being so entered, shall be read at the next Court for Confirmation before any other Business be done.

A Book into which you shall enter all Things agreed upon at Committees.

A Register, which shall contain the Names and Ages of all the Children admitted into this Hospital ; the Name of each Child's Father, the Parish to which the Child belongs, and the Day and Year upon which he or she was admitted ; as also the Name of the presenting Governor, and the Day and Year in which, and the Name and Residence of the Parent or Friend by whom, any Child shall be discharged ; that it may appear how many are living in the House, or in the Country, and how many are deceased or discharged : And you are to take Care that no Child be admitted but by virtue of an Order of Court.

An Apprentice Book ; in which shall be registered the Name, Profession, or Trade, and Residence of every Master or Mistress taking an Apprentice from this House, as also the Fee or other Allowance given with each Child.

A Book which shall contain the Names of the Nurses in the Country ; where they inhabit ; how many Children they keep ; the Childrens' Names ; and what is due and paid to each of the said Nurses on their Account.

A Book into which you shall enter all Views made of any of the Houses and Lands belonging

ing to this Hospital, either in the City or Country, with the Names of the Governors present at each View, and their Observations and Opinions upon the State of such Houses and Land.

An Estimate Book; in which shall be entered by the Surveyor, a particular Account of all the substantial Repairs necessary to be done at or upon any Estate belonging to this Hospital, for a Lease whereof any Person shall be in treaty, or which shall be advertised to be lett on Lease, or otherwise.

A Book to enter the Will, or the Branch of the Will, of every Person who shall make any Bequest to this Hospital.

A Book wherein the Names of Benefactors, with the Sums by them given, shall be entered.

A Book into which you shall cause the Surveyor from time to time to copy all such Plans as he shall be employed to make of any Part of the Hospital's Estates, whether for Leases or otherwise, unless such Plans shall have been already copied in the same or some other Book in your Possession.

A Book into which the Surveyor shall enter all the Schedules which he shall from time to time take of the Fixtures upon any Part of the Hospital's Estates.

A Book in which shall be fairly drawn all the Contracts made with the Hospital's Tenants, and which shall be signed by such Tenants.

And a Book in which shall be fairly entered the Charges and Orders from time to time subsisting



sisting for the Guidance and Government of the several Officers of this Hospital in Town and Country.

And also separate Books for the following Uses and Purposes: To enter the general Heads of all Leases; and of Insurances of Estates from Fire. The Time for, and Amount of, Repairs to be done by Tenants. Notices to quit Houses or Estates. Copies of all Letters of Importance. Numerical Account of Carrooms, their Proprietors and Workers. Alphabetical Account of the same. Account of Mathematical Boys placed out, and to whom. Account of Governors Presentations at one View, that every Gentleman may know the particular Right annexed to each of his Turns. Fair Account of Governors Names and Residences. Names of Governors present at all Courts. Names of Children admitted from Day to Day, and of the Disposal of such Children in Town or Country. Account of Gifts distributed to young Men and Maidens having served their Apprenticeship.

You shall also be especially careful of all Estates which have been given to the Governors in Trust, and shall see, to the utmost of your Power, that such Trusts are fulfilled.

You shall employ your best Skill and Judgment in framing all the Leases granted to, and Agreements made with, the several Tenants of this Hospital.

You shall see that all Persons coming to the Counting-House for Information are chearfully answered

answered and assisted; and that Petitions are readily granted at proper Times to Persons properly qualified.

You shall keep a vigilant and careful Eye over the general Concerns of the Hospital, that it may not suffer by Neglect, either in Reputation or Interest.

You shall take especial Care that all Applications, left at the Counting-House, or coming otherwise to your Hands, which shall be addressed or directed to the Court, the Committee, or the President or Treasurer of this House, shall be forthwith laid before those to whom such Application should be made, and not withheld from their Knowledge by any Person, or on any Pretence whatsoever: to which Purpose you shall be at liberty to open all Letters addressed generally to the Governors of this Hospital.

And you shall acquaint the President and Treasurer when Courts, and the Treasurer when Committees or Views are necessary, for the Management of the Affairs, the letting of the Estates, and the Dispatch of the various Business of the Hospital.

*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform; and it is also earnestly recommended to you to promote the Welfare of the Children of Christ's-Hospital by every other Means in your Power.*

*The* **RECEIVER'S CHARGE.\***

**Y**OUR Charge is to attend in the Counting-House of this Hospital every Day, except the usual Holidays, from Nine of the Clock in the Morning to Three in the Afternoon, at which Time the Transaction of public Business shall cease; and you shall, during the said Hours of Attendance, be employed in the Affairs and Business of the Hospital, and particularly in the receiving and paying of Money, which you shall not only receive and pay duly, but from time to time give the Treasurer an Account thereof; and every *Saturday* you shall truly deliver to the Treasurer all the Money which shall be in your Hands, except so much as shall be necessary to pay positive Demands and current Expences, which may remain in your Hands by the Appointment of the Treasurer: And, relative to this Part of your Charge, you shall keep the following Books:

A Cash Book; in which you shall enter what you receive and pay from Day to Day; and once in every Week you shall enter and make up an Account thereof in a fair Book, and produce the same to the Treasurer; and you shall lay the same fair Cash Book before the Committee of Almoners every Time of their Meeting within this Hospital.

Ledgers;



Ledgers ; in which Accounts shall be opened of all the Hospital's Estates, Revenues, Trusts, and Out-goings ; to which Accounts all the Articles in your fair Cash Book shall be carried ; in order that a general Account of Receipts and Payments may be drawn once a Year ; or oftener, if the Court or Committee shall think proper ; that the State of the Hospital's Finances may be known at any Time with as much Precision as possible.

An Acquittance Book ; in which you shall take Receipts and Discharges for all Sums of Money paid by you on Account of this Hospital, except such small Sums as shall be more properly entered in

A Petty Cash Book ; which shall be kept for the Purpose of entering Postage of Letters, Portage, Newspapers, and such like Articles ; and they may be brought to Account once a Year, or oftener, by the Direction of the Treasurer.

An Arrear Book ; in which shall be drawn out, half yearly, an Account of all such Sums of Money as shall be due to the Hospital for Rents, Annuities, Interest of Money, &c. and when you issue any Receipts under your Hand for any of the aforesaid Sums of Money to the Collector, you shall cause him to give some Acknowledgment in the same Book, that it may be from time to time at once seen and understood what Receipts of yours remain in his Hands.

And a Memorandum Book ; in which you shall enter all Matters proper to be laid before the  
the

the Court or Committee, and communicate the same to the chief Clerk of this Hospital, who is required to acquaint the President or Treasurer therewith, in order that Courts and Committees may be called in due Time for the Consideration and Dispatch of such Matters.

And you shall keep a distinct Account from time to time of all Houses belonging to this Hospital which shall be empty; of Estates which shall be untenanted; and of Leases which shall be within three Years of their Expiration; and lay the same before the Committee every Time they meet.

And whereas the Treasurer of this House is not to pay for any Manner of Provisions, Work, or Goods, until the Bills for the same have been condescended to and signed by three Members of the Committee; except it be for Nursing of Children, ordinary Pensions, Wages, and Fees, Coals, and such Goods as are bought by wholesale by his Direction; you shall take special Care that the Tradesmen and Workmen, serving this House, and all Persons making Disbursements, be warned in Time to deliver their Bills, with Vouchers for Disbursements, within fourteen Days after every *Lady-Day* and *Michaelmas-Day*; and when such Bills are all delivered, you shall acquaint the Treasurer; that a Committee may be appointed within six Weeks after every *Lady-Day* and *Michaelmas-Day* for the Inspection of the same Bills; and you shall take Care also that the intended Business of such Committee be inserted in each Summons.

*This*

*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform; and it is also earnestly recommended to you to promote the Welfare of the Children of Christ's-Hospital by every other Means in your Power.*

**The CHARGE of the WARDROBE-KEEPER and ASSISTANT-CLERK.**

**Y**OUR Charge is carefully to keep an Account of all the Kerfies, Cottons, Linen Cloth, Shoes, Stockings, Caps, &c. bought from time to time for the Use of the poor Children of this Hospital; as also how the said Commodities are from time to time delivered forth, and to whom, And once in a Year, you shall make up a perfect Account in Writing, and tender the same to the Auditors appointed for the Treasurer's yearly Account; and your Account shall end in the last *Saturday* of *July*, or sooner, if the Governors shall think fit.

And when you shall not be employed in the Wardrobe, or in procuring Goods for the Use of this House, you shall constantly attend in the Counting-House from Nine o'Clock in the Morning to Three in the Afternoon, usual Holidays excepted, and shall give your utmost and best Assistance in conducting and carrying on the various Concerns of the Hospital.

*This*



*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform; and it is earnestly recommended to you to promote the Welfare of the Children of Christ's-Hospital by every other Means in your Power.*

*The* COLLECTOR'S CHARGE.\*

**Y**OU shall attend at the Counting-House of this Hospital every Morning at Nine o'Clock, usual publick Holidays excepted, and shall take the Direction of the Receiver as to your Day's Employment in the Concerns of this House only; and if at any Time those Concerns shall not require your immediate Attention, you shall be at liberty to transact any other Business; being always careful that the Interest of the Hospital does not suffer in the mean Time.

You shall enter an Account, or distinguish, in a Book to be kept for that Purpose, all such Receipts or Discharges for Money as shall be entrusted to you by the Receiver; and you shall account with the Receiver, in the Afternoon or Evening of every Day, for the Money which you shall have received; and shall produce the Receipts remaining in your Hands to him, if required.

And if any of the Tenants, or other Persons indebted to this Hospital, shall be unusually backward in their Payments, so as that the Hospital may be likely to sustain any Loss by them, you shall

shall frequently remind the chief Clerk and Receiver of such Persons, that more than the ordinary Care may be taken concerning them.

*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform; and it is also earnestly recommended to you to promote the Welfare of the Children of Christ's-Hospital by every other Means in your Power.*

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#### ORDERS for the GRAMMAR SCHOOL.

**T**HAT the Children belonging to this Hospital in the said Grammar School shall, some Time in the Months of *March* and *September*, yearly, be examined by some able Person, such as the Governors shall nominate and appoint; that so they may be satisfied what Progress the Children make in their Learning.

That the Upper and Under School-Masters shall both enter into the said School immediately after Seven of the Clock in the Morning, from the First of *March* to the First of *November*, and Eight o'Clock from the First of *November* to the First of *March*; and there shall attend with all Diligence, informing and instructing their Scholars until it be Eleven; and from One in the Afternoon until Five of the Clock during the first mentioned Period, and Four o'Clock during the latter.

That

That neither of the Masters shall absent himself at any Time, unless urgent Business constrain him; and when any such Business shall happen, he shall request the Attention of the other Master to his Scholars.

That either Master shall, in the Absence of the other, teach the whole School with all Diligence and Discretion; not using any other Manner or Form of teaching than the absent Master hath used when present.

That no Child in the Grammar School shall be taught *Latin* until he can read *English* well, and write indifferently; and every Boy shall be taught *English* grammatically, before, or at the same Time, that he is exercised in the Rudiments of *Latin*.

That the Holidays to be kept by the Masters of this School shall be for the Spaces, and at the Seasons following:

At *Easter*, Eleven Days, including *Sundays*.

At *Whitsuntide*, One Week.

At *Bartbolomew-tide*, Three Weeks.

At *Christmas*, Fifteen Days, including *Sundays*: Besides such other Saints Days and Holidays as have been customarily kept.

That neither of the Masters shall licence any of the Scholars to play upon any other working Days in the Year, except the *Thursday* after Three of the Clock, and *Saturday* in the Afternoon.

That neither of the Masters shall correct the Scholars of the other, except in his Absence.

That



That the Upper Master shall, twice every Year, make Examination of the Under Master's highest Form, and shall thence take under his Instruction such as he shall find ready; leaving a suitable Number as a Furtherance to such as shall come into that Form out of the next or other Forms.

That a Catalogue of the Children's Names, according to their Forms in this School, shall be hung up, and, both Morning and Afternoon, called over in Presence of the Masters; and a Copy thereof delivered at the Counting-House immediately before every Visitation of the Schools hereafter to be made by the Committee.

That the Boys be always placed in Classes or Forms, and advanced according to their Progress.

That no Scholar go forth of the School for Relief of Nature, but with the Approbation of one of the Masters.

To prevent the Disgrace which might otherwise fall upon the Government of this Foundation, the Masters shall daily observe the Appearance and Apparel of the Children; seeing that they are clean and decent from Head to Feet; and reproving them or their Nurses for any apparent Neglect: And as often as any of the Children fall under the Observation of the Masters, they shall see that the Children behave with good Manners, and carry themselves respectfully to all Persons whomsoever.

That

That the Masters do not dismiss their Scholars until Notice be given by the Ringing of the Bell; and then each Form shall move forth without Noise, and in an orderly Manner, to prevent Mischief.

*These Orders are intended to point out some of the principal Duties of the Masters of this School, which they are hereby enjoined to perform; and it is also earnestly recommended to them to promote the Welfare of the Children committed to their Care by every other Means in their Power.*

#### *The* CATECHISER'S CHARGE.

**Y**OUR Charge is three Times in every Week, except the Holidays, carefully to instruct and teach the poor Children of this Hospital in the fundamental Points of the Christian Religion, according to the Catechism of the Church of *England*; that is to say, on *Thursday* in the Afternoon from Three of the Clock until Four; on *Friday* after School in the Afternoon; and on *Saturday* from the Hour of Eleven to Twelve.

You shall take Care so to instruct all the said Children, that they may be ready at all Times to give an Account of the said fundamental Points of the Christian Religion without Book, to any who shall demand the same.

You shall frequently visit the Children when they are in their several Wards, and see that they behave there in a decent and orderly Manner;

ner; and, as often as they fall under your Observation at other Times, you shall take Care that they behave with good Manners, and carry themselves respectfully to all Persons whomsoever.

*And you are not only hereby enjoined to perform these several Duties; but it is also earnestly recommended to you to promote the Good of the Children of Christ's-Hospital by every other Means in your Power.*

### READING MASTER in LONDON.\*

**Y**OU shall take all the Children belonging to any two of the Wards in this Hospital into the Grammar School from Eleven to Twelve o'Clock; and, having arranged them in Classes, you shall exercise them, or cause them to be exercised in your Presence, in *English* Reading and Spelling, according to their various Abilities; and this shall be done three Times in every Week, except in Holiday-time; so that every Child in the twelve Wards may be under your Observation once in fourteen Days. Boys who want Capacity will require an extraordinary Degree of your Attention; but if any Boys shall be found wilfully negligent, you shall take Care that such Boys do attend every reading Day, or three Times a Week, until they have gained the Ground they had lost, and have made Atonement for their Idleness.



You shall be at liberty to employ some of the Boys who are intended for the University in the Performance of this Duty, under your own Eye; and they shall be such as have most Credit with you for Attention and grave Deportment.

You shall appoint Boys of the best Skill in *English* Reading, and of the most decent Behaviour, to be Markers in the several Wards; whose Duty it shall be to attend carefully to the Boy in turn to read the Prayers and other customary Duty in the Ward, and to take Care that such Boy does not commit any Error, without being informed of his Mistake. They shall also, once a Week at least, read the Duty in their respective Wards, to give the Boys in general an Example of good *English* Reading; and if such Markers perform their various Duties to your entire Satisfaction, you are requested to present each of them with a Silver Medal of the Royal Founder, at the Charge of this House; to wear during his Continuance in the Hospital, and to take out with him if you still approve his Conduct.

You shall give Direction and take such Measures that the Children may be constantly employed in reading the Bible, or in other religious Duties, after Dinner, and before and after Church on *Sundays* in the Afternoon.

ORDERS *for the* WRITING SCHOOL.

**T**HAT the Master shall enter into the Writing School immediately after Seven of the Clock in the Morning from the First of *March* to the First of *November*, and Eight o'Clock from the First of *November* to the First of *March*, and there shall attend with all Diligence, teaching and instructing his Scholars until Eleven; and from One in the Afternoon until Five of the Clock during the first mentioned Period, and till Four o'Clock during the latter.

That the Ushers shall enter every Morning into the School at or before the same Hours, and shall continue there during all the School-time; instructing the Children to the best of their Power in Writing and Arithmetick, and assisting them in their several Performances; and this *without receiving any Gratuity* from the Children or their Parents.

That no Child or Children shall be admitted or taken into the Writing School unless he or they can read very well; and then not without an Order from the Committee or Treasurer, signed by the chief Clerk.

That the Holidays to be kept by the Master of this School shall be for the Spaces and at the Seasons following:

At *Easter*, Eleven Days, including *Sundays*.

At *Whitsuntide*, a Week.

At *Bartholomew-tide*, Three Weeks.

At *Christmas*, Fifteen Days, including *Sundays*: Besides such other Saints'-Days and Holidays as have been customarily kept.

That neither the Master or Ushers shall licence any of the said Scholars to play upon any School Day in the Year, except the *Thursday* after Three of the Clock, and *Saturday* in the Afternoon.

That when the Master of the said School is absent, it shall not be lawful for the Ushers to give Correction to the Children who misbehave themselves; but they shall acquaint the Master with such Misbehaviour; and when the Master is present, if any of the Children offend, he shall give Correction rather by Shame than Smart, except in Cases where greater Severity may be necessary.

And whereas the Children in the said School have hitherto had but *two Pens* each, in a Week, it is agreed that they shall for the future have *four*.

That the said Children, some time in the Months of *March* and *September* yearly, shall all present their Books and other Performances, to a Committee of Almoners in this Hospital, that so the Governors may perceive what Improvement the Children make in the said Writing School.

That a Catalogue of the Childrens' Names according to their Forms in this School be hung up, and some proper Means employed, both Morning and Afternoon, to ascertain, to the Satisfaction



tisfaction of the Master, that the Children are all present; and if any shall be absent, they shall receive due Correction: And immediately before every Visitation of the Schools hereafter to be made by the Committee, a Copy of the same Catalogue shall be delivered at the Counting-House.

That the Boys be always placed in Forms or Classes, and advanced according to their Progress; so that out of the upper Forms or Classes some able Youths may be chosen to assist or instruct the Weaker in their Learning.

That the Master and Ushers take Care that no Child be absent from the School upon any Call of Nature more than a reasonable Time.

To prevent the Disgrace which might otherwise fall upon the Government of this Foundation, the Master shall daily observe the Appearance and Apparel of the Children; seeing that they are clean and decent from Head to Feet; and reproofing them or their Nurses for any apparent Neglect; and as often as any of the Children shall fall under the Observation of the Master, he shall see that they behave with good Manners, and carry themselves respectfully to all Persons whomsoever.

That the Master shall receive such Boys from the lower Part of the Grammar and Reading Schools as shall be recommended to him by the Masters of those Schools, and shall instruct them until they shall be able to write Exercises.

That

That no Boy shall be received from the lower Part of the Grammar School, or from the Reading School into this School, but such as shall be able to read *English* well; being also presented by the Master of one those Schools, and approved by the Writing Master.

That on or near every Quarter Day, Notice shall be given to the Grammar and Reading Masters to withdraw such Boys as can write a legible Hand; that so they may be placed wholly under their Care, and replaced in the Writing School by others who cannot write; in which replacing of Boys due Regard shall be had to the Fitness of their Ages, and their Aptness for Learning.

That the Scholars shall not be dismissed until Notice be given by the Bell, and that each Form shall move forth quietly, and in an orderly Manner, to prevent Mischief.

*These Orders are intended to point out some of the principal Duties of the Master of this School, which he is hereby enjoined to perform; and it is also earnestly recommended to him to promote the Welfare of the Children committed to his Care by every other Means in his Power.*

# ORDERS for the MASTER of the MATHEMATICAL SCHOOL.

**Y**OU shall constantly and diligently attend upon the Children of the *Royal*, Mr. *Henry Stone's*, and Mr. *John Stock's* Foundations in the said School, from Seven o'Clock in the Morning from the First of *March* to the First of *November*, and Eight o'Clock from the First of *November* to the First of *March*, teaching and instructing the said Scholars until it be Eleven; and in the Afternoon on *Tuesdays* from One of the Clock until Five during the first mentioned Period, and until Four o'Clock during the latter; and on *Thursday* Afternoons throughout the Year until Three o'Clock; or at such other Times as the Governors shall think fit to direct and appoint.

And the Children on the said several Foundations shall be by you instructed in the various Branches contained in the following Synopsis, and in any other Rule or Branch of the Sciences of Arithmetick, Navigation, or Mathematicks, which the Governors by any future Order shall think proper to direct you to instruct them in.

I. Decimal, sexagesimal, and logarithmetical Arithmetick, the Extraction of Roots, and first Principles of Vulgar Fractions.



II. The usual Methods of finding the Golden Number, Epact, the Moon's Age, the Time of her Southing, and also the Time of High-Water in any Port.

III. The Principles of Geometry in the Construction of such Problems as are useful and necessary in the following Articles.

IV. Plane and spherical Trigonometry in the Resolution of all the various Cases of rectangular and oblique angular Triangles.

V. The Use of the terrestrial Globe in finding the Latitudes and Longitudes of Places, their Angle of Position, and the Distance between them.

Also the Use of the celestial Globe in finding the Latitudes, Longitudes, right Ascensions, Declinations, Amplitudes, Azimuths, and Altitudes of the Sun, Moon, or fixed Stars; together with the Times of their rising, setting, and culminating.

VI. Plane sailing; namely, the working of Traverses, the Resolution of all plane-sailing Questions; with their Application to sailing in Currents and turning to windward.

VII. Mercator's and middle Latitude sailings, exemplified in the Resolution of all the usual Questions.

VIII. Projection of the Sphere; and the Application of spherical Trigonometry in the Resolution of such Questions in Astronomy as are necessary in finding the Amplitudes, Azimuths, Altitudes, right Ascensions, Declinations, and  
angular

angular Distances of the Sun, Moon, and fixed Stars.

IX. The Doctrine of Parallaxes ; and the Methods of computing their Effects on the Altitudes and angular Distances of celestial Objects.

X. The Use of Instruments proper for observing the Altitudes, Azimuths, and angular Distances of the Sun, Moon, and Stars ; such as the Quadrant, and Amplitude, or Azimuth Compass ; with the Use of the Observations in finding the Variation of the Compass, the Latitude a Ship is in, as well from the meridional Altitudes of the Sun, Moon, and Stars, as by Means of two Altitudes of the Sun and the Time which elapses between the Observations ; also in finding the Longitude of the Ship by a Time-keeper, and by the observed Distance of the Moon from the Sun or a fixed Star.

XI. The Use of the plane and mercator's Charts.

XII. The Use and Application of the preceding Articles in the actual Working of Day's Works, and correcting the dead reckoning by the Observations.

You shall not admit any Child into your School on either of the Foundations before-mentioned without an Order from the General Court or Committee of Almoners. And whereas ten Boys upon the Royal Mathematical Foundation are in every Year to be qualified in a certain Degree to fit them, in the Opinions of the Master and Wardens of the Trinity-House, for Sea Service,

vice, you shall be at liberty to object to any Boy who shall offer himself for, or be recommended to, the said last-mentioned Foundation, or to any Boy who shall have been admitted, who is not likely, in your Judgment, to be sufficiently qualified for the Sea Service by the Age of sixteen Years.

You shall not take any Boy into the Mathematical School upon the *Royal* or Mr. *Stone's* Foundations, who has not attained a competent Skill in *English*; and also in Writing and Arithmetick, as far as the Rule of Three; for which last Purposes you shall be always at liberty to send ten of the backwardest Boys upon the Royal Mathematical Foundation to the Writing School.

You shall receive the Boys of the first Class in the Grammar School every *Tuesday* Afternoon, except in the Holiday-time; and shall instruct them in such Branches of the Mathematicks as may be useful to them, and enable them the better to pursue their Studies at the University.

You shall keep a List of the Names of all the Children under your Care, which shall be called over Morning and Afternoon upon every School Day, in your Presence; and you shall deliver a Copy thereof at the Counting-House immediately before every Visitation of the Schools hereafter to be made by the Committee.

To prevent the Disgrace which might otherwise fall upon the Government of this Hospital, you shall daily observe the Appearance and Apparel of the Children; seeing that they are clean  
and



and decent from Head to Feet, and reprov-  
ing them or their Nurses for any apparent Neglect;  
and as often as any of the Children fall under  
your Observation, you shall see that they behave  
with good Manners, and carry themselves re-  
spectfully to all Persons whomsoever.

You shall give due Correction to the Boys  
under your Care.

And when any of your Scholars upon the  
Royal Foundation shall, in your Judgment, be  
qualified for Sea Service, you shall present them  
to a Committee of Almoners, that they may pro-  
cure their Examination in the usual Way at the  
Trinity-House.

You shall permit your Scholars to keep Ho-  
lidays at the Seasons, and for the Spaces follow-  
ing:

At *Easter*, Eleven Days, including *Sundays*;

At *Whitsuntide*, a Week;

At *Bartholomew-tide*, Three Weeks;

At *Christmas*, Fifteen Days, including *Sundays*;

Besides such other Saints' Days and Holidays as  
have been customarily kept.

You shall appoint to such of your Scholars  
as you shall think proper some Task every Night,  
to be performed and presented to you the next  
Morning; that they, as well as all the other  
Boys in the House, may be prevented from  
rambling or being idle, and may employ their  
Time to the best Advantage.

You shall take Care to keep and preserve all  
such Books, Globes, Maps, and Mathematical  
Instruments

Instruments as are or shall be thought fit to be used in the Instruction of the said Scholars, and shall be from time to time committed to your Custody.

*These Orders are intended to point out some of the principal Duties of your Office, which you are hereby enjoined to perform; and it is also earnestly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.*

**The DRAWING MASTER'S CHARGE.\***

**Y**OU shall attend in the Drawing School of this Hospital on *Mondays, Wednesdays, and Fridays* throughout the Year, usual Holidays excepted, in the Afternoon from One o'Clock to Five from the First of *March* to the First of *November*; and to Four from the First of *November* to the First of *March*; and you shall, during all those Hours, instruct the Boys in the Royal Mathematical School, upon the several Foundations of his Majesty King *Charles the Second, Henry Stone, Esquire, and John Stock, Esquire*; and also such other Boys as shall be sent to you, out of the Grammar or Writing School, by the Committee of Almoners, or the Treasurer, in the Rudiments, Principles, and Practice of Drawing and Perspective in their various Branches.

You shall endeavour to excite your Scholars to Diligence by Care and Encouragement, or to enforce

enforce it by due Correction; and if at any Time it shall appear to you that any Boy who shall be sent to your School from the Writing School shall not have a Capacity or Genius for Drawing, you shall represent the same to the Treasurer, that such Child may be more suitably employed.

To prevent the Disgrace which might otherwise fall upon the Government of this Foundation, you shall observe the Appearance and Apparel of the Children; seeing that they are clean and decent from Head to Feet, and reproving them or their Nurses for any apparent Neglect; and as often as any of the Children fall under your Observation, you shall see that they behave with good Manners, and carry themselves respectfully to all Persons whomsoever.

You shall permit your Scholars to keep Holidays at the Seasons, and for the Spaces following:

At *Easter*, Eleven Days, including *Sundays*;  
 At *Whitsuntide*, One Week;  
 At *Bartholomew-tide*, Three Weeks;  
 At *Christmas*, Fifteen Days, including *Sundays*;  
 Besides such other Saints' Days and Holidays as have been customarily kept.

You shall keep a List of the Names of the Boys in your School, which shall be called over, in your Presence, every School Day, and a Copy thereof shall be delivered at the Counting-House immediately before every Visitation of the Schools hereafter to be made by the Governors.

*This*



*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform; and it is also earnestly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.*

*The CHARGE of the MASTER of the  
READING SCHOOL in LONDON.\**

**Y**OU shall enter into your School immediately after Seven o'Clock every Morning from the First of *March* to the First of *November*, and Eight o'Clock from the First of *November* to the First of *March*, and attend there until Eleven; and from One in the Afternoon until Five o'Clock, during the first mentioned Period, and Four o'Clock during the latter; except *Thursdays* from Three o'Clock, *Saturdays* in the Afternoon, and the usual general *Holidays*.

You shall instruct such of the Children of this House as shall be committed to your Care, in spelling and reading *English*, and in the Knowledge of *English Grammar*; and, some time in the Months of *March* and *September*, when the several Schools shall be visited or examined by or under the Direction of the Committee of *Almoners*, you shall present to the same Committee the Names and Ages of such Children as you shall think fit and qualified to be removed to the Grammar or Writing School; that the  
Governors

Governors may hear and examine all or any of the said Children; and if it shall happen at any Time that the State of this House shall be such, that any of the Children so presented cannot be immediately removed, on Account of the Number of Children already in the Grammar or Writing School, you shall instruct such of the same Children as shall remain in your Care, in the Rudiments of the *Latin* Tongue, and advance them therein to the utmost of your Power; that they may not lose Time by such Impediment.

You may from time to time select about twenty of such of the Boys in your School as cannot write, and send them in the Afternoon of every School Day, *Saturdays* excepted, to the Writing School, to be instructed until they shall be capable to write Exercises; and you shall on or near every Quarter Day withdraw such as can write a legible Hand, and send others, who cannot write, in their Places.

You shall take Care that none of the Boys absent themselves from School without special Cause; and when any are permitted to go out of Necessity, you shall employ such Means as you shall think best, to know that they return in due Time.

You shall permit the Children in your School to keep Holidays at the Seasons, and for the Spaces following:

At *Easter*, Eleven Days, including *Sundays*;  
At *Whitsuntide*, a Week;

At

At *Bartholomew-tide*, Three Weeks ;

At *Christmas*, Fifteen Days, including *Sundays* :  
Besides such other *Saints' Days* and *Holidays* as  
have been customarily kept.

The Boys under your Care shall be arranged  
in Forms or Classes, and advanced according to  
their Progress.

To prevent the Disgrace which might other-  
wise fall upon the Government of this Foun-  
dation, you shall daily observe the Appearance  
and Apparel of the Children ; seeing that they  
are clean and decent from Head to Feet ; and  
reproving them or their Nurses for any apparent  
Neglect ; and as often as any of the Children  
fall under your Observation, you shall see that  
they behave with good Manners, and carry  
themselves respectfully to all Persons whomso-  
ever.

You shall keep a List of the Names of all the  
Children under your Care, which shall be called  
over Morning and Afternoon, in your Presence ;  
and you shall deliver a Copy thereof at the  
Counting-House immediately before every Visi-  
tation of the Schools hereafter to be made by  
the Committee.

*This Charge points out some of the principal Du-  
ties of your Office, which you are hereby enjoined to  
perform ; and it is also earnestly recommended to you  
to promote the Welfare of the Children committed to  
your Care by every other Means in your Power.*



*The* MUSIC MASTER'S CHARGE.

**Y**OU shall attend in your School from One to Three of the Clock in the Afternoon every *Tuesday* and *Saturday*, and at the Hall on *Sundays* during the publick Supping of the Children there; and observe all such Orders for the better Management of your School as you shall from time to time receive from the Governors of this House.

And you shall keep a List of the Names of all the Boys under your Instruction, and shall deliver a Copy of such List at the Counting-House immediately before every Visitation of the Schools hereafter to be made by the Committee.

*The* STEWARD'S CHARGE.

**Y**OU shall diligently and constantly attend the Children of this Hospital at Breakfast, Dinner, and Supper; and cause the Bell to be rung at the several Hours, and for the several Purposes herein after particularly mentioned and set forth; and see that the Boys come into the Hall to Breakfast, washed, thoroughly cleaned, and with their Hair combed out, to go thence to their several Schools.

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You shall take special Care that none of the Children wear any Clothes, but such as are provided for and given to them by the Hospital; except those which they are furnished with by the Custom of the House at their first coming, at the Charge of their Parents or Friends, *viz.* one Pair of Shoes, one Pair of Stockings, one Shirt, and a Pair of Breeches.

You shall, upon every *Sunday*, Forenoon and Afternoon, and on every Saint's Day and Publick Day, go with the Children to *Christ-Church*, to preserve Order among them in going and coming from thence, and to see that they behave there decently and reverently; and you shall take Care that the said Children, at all other Times, behave with good Manners, and carry themselves respectfully to all Persons whomsoever.

You shall employ every Means in your Power to prevent the Boys going beyond the Boundaries of this Hospital without Leave; and to the End that any who shall presume to do so may be detected, you shall *frequently, agreeable to former good Practice*, cause all the Children to be called together into the *Hall* on *Saturdays* and other Holidays, between Two and Four o'Clock in the Afternoon; and shall there count the Children, according to their several Wards; and if any Boy shall be absent, without proper Leave, you shall invariably give him due Correction.

And

And whereas the Nurses, by their ancient and present Charges, were and are enjoined to acquaint you when any Child shall absent himself one whole Day or Night from this Hospital, to the End that the House may be cleared of Children who give such ill Examples; you are hereby strictly enjoined, when any Child shall commit such Offence more than once, to leave an Account of his Misbehaviour, in Writing, at the Counting-House; that the same may be laid before a Committee of Almoners: And when any Child shall so absent himself, and it shall come to your Knowledge that he has lost, destroyed, altered, or put off the Hospital's Clothes, you shall not receive him into the Care of this House, nor shall he be received without the express Direction of a Committee of Almoners.

You shall countenance and support the several Nurses, the Porter, and the four Beadles, to the utmost of your Power, in the Discharge of their several Duties.

You shall, in your own Person, duly attend to receive all the Bread, Meat, Beer, Butter, Cheese, Milk, Salt, Soap, Candles, Oatmeal, Coals, Fuel, and all other Provisions and Necessaries which shall be brought in and delivered for the Use of this Hospital, and carefully examine and sign the several Tradesmens' and other Bills for the same; and take special Care that the House be not imposed on therein, either in Quality, Measure, or Weight: And shall daily enter, in a Book to be kept for that Purpose,



the coming in of all Provisions and Necessaries, and the delivering forth thereof; and shall weekly make up an Account thereof, and of what is remaining at the Week's End for the Use of the Children; that it may appear, to the Auditors of the yearly Account, what Provisions and Necessaries have been received and delivered forth by you for the whole Year.

You shall diligently, and to the utmost of your Power, consider and foresee what Provisions are necessary for the Children of this Hospital; and in due Time give the Treasurer and Almoners Notice thereof, that the same may be bought at the proper Season; and you shall see that all the same Provisions be properly dressed and prepared, and equally distributed to the Children, when they come to Table in the Hall.

You shall, on the first Day of every Month, bring in a Bill of all such Provisions and Necessaries as you shall yourself occasionally provide for the Use of the House, to be examined and signed by three of the Committee of Almoners; and which shall not be paid until so examined and signed.

You shall keep secret all the business of your own Office, and not interfere with any other Man's Office; but if you shall see any other Person whomsoever do any Prejudice to the House, you shall make the Committee of Almoners acquainted therewith, and meddle no further therein.

The Bell to be rung on School Days.

From the First of *March* to the First of *November*.

M O R N I N G S.

6. To rise and breakfast in the Hall.
7. To go to School.
11. To come out of School.
12. To dine.

A F T E R N O O N S.

1. To go to School.
5. To come out of School.
6. To sup.
8. To Bed.

From the First of *November* to the First of *March*.

M O R N I N G S.

7. To rise and Breakfast in the Hall.
8. To go to School.
11. To come out of School.
12. To dine.

A F T E R N O O N S.

1. To go to School.
  4. To come out of School.
  5. To sup.
  7. To Bed.
  3. To come out of School on *Thursday*.
- No School on *Saturday* throughout the Year.

The Bell to be rung on *Sundays* and *Holidays*:  
From the First of *March* to the First of *November*,

## MORNINGS.

7. To rise and breakfast in the Hall.
11. Or after Church, first Bell.
12. To dine.

## AFTERNOONS.

5. First Bell.
6. To sup.
8. To Bed.

From the First of *November* to the First of *March*,

## MORNINGS.

8. To rise and breakfast in the Hall.
11. Or after Church, first Bell.
12. To dine.

## AFTERNOONS.

4. First Bell.
5. To sup. \*
7. To Bed.

• Except on *Sunday Evenings* during the *Publick Supping*; when this Bell is to be rung a Quarter before Six o'Clock.

*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; and to be at all Times so circumspett in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care.*

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*The* MATRON'S CHARGE.

**Y**OUR Office is an Office of great Trust, for to you is committed the Government and Oversight of all the Nurses and Children in this Hospital; and also to you is given Authority to command, reprove, and rebuke them, or any of them; and if any shall disobey you, you shall from time to time make such Persons known unto the Almoners and Governors of this House, that they may take Order with them, as they in their Wisdom shall think fit.

Your Charge is also to see that the Washing Women do their Duties in clean and sweet washing of the Sheets, Shirts, and all other Clothes belonging to the Children; and you shall from time to time give such Direction to the Person who employs them, that the Linen and Clothes sent by one Nurse may not be delivered to another, or carelessly torn or wasted.

You shall see that the Nurses go clean and handsomely in their Apparel; that they be always well employed; and that they keep the Children, committed to their Charge, sweet and clean in their Persons, and neat and decent in their Apparel; and that they have a constant careful Eye upon their Behaviour when in the Wards or Hall; and you shall not be absent from the Hall when the Children are at Dinner

or Supper, without Leave of the Committee, or of the Treasurer for special Cause.

You shall see that the Nurses bring their Children every Day, at the Times appointed, to Prayers in the Hall; at all which Times you shall see that they wear no other Apparel than what is provided for them by the Hospital; except such as they are furnished with by their Parents or Friends on their Admission, *viz.* One Pair of Shoes, one Pair of Stockings, one Shirt, and a Pair of Breeches.

You shall also, once in every Month, examine the Childrens' Beds, with all Things to them belonging, and all other Things expressed and set down in an Inventory which shall be delivered unto you; and if any Goods whatsoever shall be purloined, embezzled, spoiled, or otherwise consumed, you shall forthwith make it known to the Committee of Almoners of this Hospital for the Time being, that they may take Order therein.

You shall also see that none of the Nurses take any Children into their Wards, but such as shall be admitted by the Court or Committee.

Further, you shall see that the Nurses keep the Hall and Wards sweet and clean.

You shall at least once in a Week, between Nine and Ten o'Clock, go into every Ward to see that the Children are covered in their Beds, to prevent their taking Cold.

Further, you shall see the Beef, Mutton, Veal, and Pork, which shall be from time to time bought

bought for the Use of this Hospital, weighed; and also that they, as well as the Bread and Beer, be sweet, good, and wholesome: And at the Ringing of the Bell for Dinner, daily, you shall be present in the Kitchen to see that the Meat be properly and sufficiently dressed; that the other Articles of the Childrens' Diet are well and cleanly prepared; and to prevent or suppress any Confusion or Disorder which might otherwise arise in the Delivery thereof to the Nurses: And, this being done, you shall go into the Hall and see, to the utmost of your Power, that the Childrens' Diet be suitably portioned; and shall employ your Authority in preserving good Order among them.

You shall every Lord's-Day, Forenoon and Afternoon, repair to *Christ-Church*, except in Case of Sicknes, and see that the Nurses come with their Children thither; and you shall be present in the Gallery to see that the Children are orderly during Divine Service; and you shall use your utmost Endeavours that the said Children, at all other Times, behave with good Manners, and carry themselves respectfully to all Persons whomsoever.

You shall take Care that the Court Room be made clean.

And you shall constantly assist the Wardrobe-keeper on every Quarter Day to help to deliver the Apparel to the poor Children in the House, Town, or Country; as also in cutting out all Manner of Linen whatsoever.

*This*



*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; and to be at all Times so circumspect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care.*

### THE NURSES CHARGE.

**Y**OUR Charge is, that you faithfully serve this Hospital as one of the Nurses therein, and obey such Orders as shall from time to time be given you by the Steward or Matron of this House.

That you avoid all Railing, Scolding, and Immorality; and behave kindly towards the poor Children committed to your Care.

That you take Care that there be no playing at Cards, Dice, or any unlawful Games or Plays whatsoever, by the Children in your Ward; that all the Children in your Ward be cleaned and washed before they go to Bed; and that they do not go out of their Ward after Eight of the Clock in the Evening from the First of March to the First of November, nor after Seven from the First of November to the First of March. In your Ward, in the Absence of the Steward and Matron, you are to have the sole Direction and Management of your Children: You shall, therefore, and for their Good, and your own Credit and Quiet, take Care that they behave  
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with good Manners, and carry themselves respectfully towards you and all other Persons.

That every Night two Chapters in the Bible be read, and a Psalm sung, in your Ward; and, after saying their Prayers, that the Children go to Bed by Seven o'Clock from the First of *November* to the First of *March*, and by Eight o'Clock from the First of *March* to the First of *November*.

That you comb the Head of every Boy in your Ward thoroughly, at least three Times in every Week in Summer, and twice in every Week in Winter-time; and that you see that all the Childrens' Feet be washed once in every Month, at the least, and their Necks once in seven Days; at which Times you shall carefully inspect if any of them have the Itch; and, if you have a Doubt about the Clearness of any Boy, you shall immediately present him to the Apothecary of this House for his Direction.

That the Childrens' Diet be by you equally distributed among them; and if the Provisions be not sweet and wholesome, that you acquaint the Steward thereof; and you shall not provide Rolls, Butter, or any other Kind of Diet for any of the Children; but shall deliver to them such only as shall be from time to time supplied by the Munificence of this House.

That the Children in your Ward go into the Hall to Prayers at the Ringing of the Hall Bell to Breakfast, Dinner, and Supper; and if any Child of your Ward be absent from the Hall,  
that

that you give immediate Notice thereof to the Steward.

That if any Child be absent one whole Day, or lie out of his Ward one Night, you shall forthwith acquaint the Steward thereof; that the Child may be otherwise provided for by his Parents, and the House cleared of the Children who give such ill Examples.

That you clean and keep sweet the Great Hall and your Ward.

That you are not absent from the Hall without Leave of the Steward, nor from the House without Leave of the Treasurer; and that you do not harbour any Manner of Person whomsoever in your Ward.

That before you go to Bed you see that the Children in your Ward be covered to prevent their taking Cold; and that the Candles be put out, and the Fire extinguished.

That you employ no more than four Boys at one Time to wash your Ward, and give Notice to the Master under whose immediate Care they are, of the Boys you so employ; and see that they do the Work with their Shoes and Stockings on, to prevent their taking Cold.

That you cause one of the Children in the Grammar or Writing School to keep a Ward Book of all the Childrens' Names, and of the Time of any Child's being admitted, discharged, or dead.

That all the Beds, with all the Furniture belonging to them, and the Childrens' Wearing-Apparel,



Apparel, both for Holidays and Working-Days, with other Necessaries to them belonging, be not wasted, lost, or embezzled; but kept safe and clean, to the utmost of your Power, and accounted for to the Wardrobe-keeper of this Hospital.

That after all the Children of your Ward are at School, you shall employ yourself in Sewing and Mending the Childrens' Sheets and Wearing-Apparel, or in other necessary Employments, such as the Matron of this Hospital shall think proper to appoint.

That you wear your Livery every *Sabbath* Day, and constantly attend Divine Service therein at *Christ-Church* every Morning and Afternoon, unless prevented by Illness, or assigning a just Cause for your Absence.

*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; and to be at all Times so circumspect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care; and you are not to concern yourself with any other Person's Office, but seeing any Thing amiss, you shall acquaint the Treasurer therewith, and take no further Concern therein.*

*The* COOK'S CHARGE.

**Y**OUR Office is to dress the Beef, Mutton, Veal, and Pork, and all other Provisions which shall be delivered to you by the Steward, for the Use of the poor Children in this Hospital, wholesomely and cleanly.

You shall not receive any Meat of the said Steward but in the Presence of the Matron, or one of the Almoners of this House; and the Meat which you shall so receive, you shall enter into a Book, and, once every Week, your Book shall be conferred with the Steward's, and both shall be subscribed and signed by the Matron and an Almoner, if any shall be present.

You shall be particularly careful always to keep the Coppers, and all the Vessels used in preparing the Childrens' Diet, perfectly clean.

You shall not have any Manner of Fee, Profit, or other Advantage whatsoever, besides your Wages, and Livery; except the Dripping when the Children have Roast Meat.

You shall not employ above three Boys to assist you in the Morning; and they shall continue no longer with you than Eight of the Clock at the furthest; at which Time they shall go to their School; and between the Hours of Ten and Eleven of the Clock you may send for one Boy out of the Writing School to assist you at Dinner, and no more; and the Boys you so employ

employ shall be taken out of the several Wards, alternately, that those who serve you one Week may not be employed the next, and by that Means be hindered of their Learning: Provided that you have Leave of the School-Master before you have any Child in School-time; and also acquaint the Nurses of the Boys you shall so employ.

*This Charge directs you to the principal Duties of your Office, which you are hereby strictly enjoined to perform; and you are to seek and promote the Comfort of the Children of Christ's-Hospital by every other Means in your Power.*

#### *The COBLER'S CHARGE.\**

**Y**OU shall attend in the Wardrobe of this Hospital at all Times when the new Shoes are received for the Use of the Children; and when they are delivered to them; assisting in such Delivery in your own Person; and you shall employ your utmost Attention and Judgment in discovering, at all such Times, whether the Shoes are strong and well made, and such as they ought to be, agreeable to the Samples sent from time to time by the Maker or Makers, and the Price which shall be fixed and agreed upon by such Samples; and if you should find any defective Shoes, you shall take Notice thereof to the Wardrobe-keeper.

You



You shall keep a watchful Eye upon the Children's Shoes at all proper Seasons; and if any Child's Shoes want repairing, you shall cause him to come to your Shop, and shall there mend his Shoes, or give him a better Pair in exchange for them; for which Purpose you shall be furnished with the Shoes left off by the Children every Quarter, that you may select such as may be again brought into use.

*This Charge directs you to the principal Duties of your Office, which you are hereby strictly enjoined to perform; and you are to seek and promote the Comfort of the Children of Christ's-Hospital by every other Means in your Power.*

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#### *The PORTER'S CHARGE. †*

**Y**OU shall open the Gates of this Hospital by Five of the Clock in the Morning from *Lady-Day* to *Michaelmas*, and at Seven of the Clock from *Michaelmas* to *Lady-Day*.

You shall attend diligently and carefully in the Cloysters and other Parts of this Hospital from Day to Day, to prevent the laying down or leaving of any Children; and, being a Peace-Officer, you shall take special Care to clear the Hospital of Beggars, Vagrants, Loiterers, and all idle Persons; and you shall likewise see that the Children do not fight with, or beat one another; that they play not in School-time; and that they

they behave decently and orderly during their Play Hours; not annoying Passengers by Cricket, Trap-ball, Gig-whipping, or other improper Games: For which Purposes you shall give your chief Attention to the West Cloyster, the Passage to the Sick-ward, and the Stair Case leading to the Hall, the Kitchen, and the Sixth, Seventh, and Eighth Wards; and also to the Area within the Cloysters.

You shall carefully shut all the Gates of this Hospital at Five of the Clock in the Evening from *Michaelmas* to *Lady-Day*; and at Eight of the Clock from *Lady-Day* to *Michaelmas*; and the Key of the *Townditch* Gate shall be left with the third Beadle, and that of the *Long-Walk* Gate with the fourth Beadle, till Ten o'Clock in the Summer, and till Nine o'Clock in the Winter; at which Times the Keys shall be delivered to you: And after the said Gates shall have been so locked up, you shall not permit any Passage of Strangers through the Hospital: but you shall attend in your own Person upon the Gate next *Grey-Fryers*, for the free Passage of the Officers belonging to the Hospital, and their Families, about their lawful Occasions, every Night until Twelve of the Clock; and after that Hour you shall not suffer any Person or Persons whomsoever to go forth, or come in, except upon very great Emergency.

You shall constantly ring the last Evening Bell about a Quarter before Ten o'Clock, according to very ancient Custom.

You shall take Care regularly to wind up the Turret Clock, the Dial in the second, or late Girls' Ward, and that in the Kitchen of this Hospital; and you shall give Notice to the Steward when either of them is out of Order.

You shall keep the Organ Gallery and Singing School of this Hospital clean and free from Dust, and light the Fire in the said School at proper Seasons; and being, as Porter, employed in other Business on *Sunday* Evenings during the Childrens' Duty and Supper-time, you shall take Care to provide a proper Person or proper Persons to blow the Organ during the Service.

You shall take Care by every proper Means, and to the utmost of your Power, to prevent Persons coming into the Hospital, but more especially into the Hall, or near the Hall Gate, on *Sundays* during the Publick Supping, without the Ticket required by Order of the General Court.

You shall also cleanse, or cause to be cleansed or cleared, the several Sluices or Fire-Plugs in and belonging to this Hospital; and you shall have the Custody of the several Fire-Engines; and shall take Care that they, and all Things used with them, be kept in the most perfect Repair and Order: And to the End that the Hospital may not suffer by Fire, and may have immediate Assistance in Case of such Accidents, you shall take Care that there be always three Keys to the Door of the Engine House; one of which shall be left in the Counting-House of  
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the Hospital, one shall remain in your Custody, and the other shall be constantly hung up in the Room wherein one of the Beadles watches every Night; and you shall frequently call the Beadles to your Assistance in exercising the said Engines.

You shall also take in all the Sea-Coal, Charcoal, and Smallcoal bought for the Use of this Hospital, and keep an exact Account of what you shall receive and deliver, and to whom; and lay the same before the Committee of Almoners or Treasurer every Month; and, at every Year's End, you shall make up the whole Account, and leave it in Writing at the Counting-House for the Inspection of the Governors.

You shall visit the several Gates to see that the Watchers, appointed by the Steward, are attending their Duty; and when the Bell rings for Dinner or Supper, or for Church, you shall, with the Assistance of the Beadles, send the Boys immediately into the Hall, and remain at the Hall Gate until they are dismissed.

And also you shall be ready, at all Times, to do such other necessary Things as the Steward, under the Treasurer, shall appoint.

You shall take Care that the Counting-House Yard, *Town-ditch*, Cloysters, and all other Parts of this Hospital be kept constantly clean; and that all the great Reservoirs be continually full; that there may be no want of Water in any Part of this Hospital for the Purposes of Cleanliness, or in Case of Accidents by Fire.

Finally, you shall assist the Beadles to the utmost of your Power in clearing their several Divisions of Loiterers, Beggars, Vagrants, and all other idle Persons.

*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; being at all Times vigilant for the Safety and Well-doing of the Children of Christ's-Hospital.*

*The CHARGE of the FIRST BEADLE. †*

**Y**OUR Charge is (in Turn with the other three Beadles) to watch in this Hospital, from Midnight to Four in the Morning in Summer, and to Day-break in the Winter; going the Round, declaring the Time every Half-hour, and seeing that the Lamps burn till Day-light, or giving Notice of any Defect therein to the Steward the next Day. And every Morning, when you have not watched, you shall rise with the Children of this House, and come abroad; seeing that they perform their Morning-Offices, in getting Water, &c. without Disturbance; and attending in the Cloysters, near the Hall Stair-Case, during Prayers and Breakfast; that, when Breakfast is over, you may be ready to see that the Children go orderly to School.

You shall open the Counting-House of this Hospital every Morning by Seven o'Clock, when you have not watched; sweeping and clearing the  
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the same from Dust in every Part, and lighting the several Fires when needful, that all Things may be ready when the Clerks attend.

You shall also daily, and as Occasion shall serve, attend in this Hospital upon the Treasurer and Governors, and be ready and willing to execute such Business as the said Treasurer and Governors, or any of them, shall command you; and to do such other Business as shall be needful, by the Direction of the Clerks, or other chief Officers, in the Governors' Absence.

And whereas the Preservation of good Order amongst the Children of this Hospital very much depends upon your Sobriety, Diligence, and Fidelity; you shall, at all convenient Times of the Day, and Evening before the Gates are shut, attend in the South, or Wardrobe Cloyster, the Passage from thence to the *Grey Fryers*, and the Stair-Cases to the King's and second Wards, or in one of those Places, giving frequent Attention to the Area within the Cloysters during the Hours for Play; and having with you at all such Times a small Cane, to prevent Annoyance to Passengers by Cricket, Trap-ball, Gig-whipping, or any other improper Game; and to correct Rudeness, Profaneness, and every other Kind of Irregularity among the Children. And you shall take special Care that the Children do not fight with, or beat one another; and that no Child which does not belong to this Hospital be dropt or left in any Part thereof; and shall clear the Hospital of all Loiterers, Beggars, Vagrants, and other idle  

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Persons;



Persons; that the Children, who are the first Objects of the Care of this House, may not contract Distempers, or have any ill Examples. You shall likewise see that the Children do not play or loiter about in School-time. And if you are called from this Duty to transact any other Business, you shall give Notice to the Porter, or other Beadles, whose Divisions are nearest to yours, that they may take Care of your Division in your Absence.

You shall go with the Children to Church constantly every *Sunday* and Holiday, unless you shall be otherwise specially appointed, and attend there during Divine Service, to take Care that they behave orderly and reverently; and you shall acquaint the Steward if any Child shall behave amiss.

You shall take Care, by every proper Means, and to the utmost of your Power, to prevent Persons coming into the Hospital, but more especially into the Hall, or near the Hall Gate, on *Sundays*, during the publick Supping, without the Ticket required by Order of the General Court.

And, to the End that the Hospital may not suffer by Fire, and may have immediate Assistance in case of such Accidents, you shall frequently assist the Porter and other Beadles in exercising the Fire-Engines; and you shall not be absent from the House, after the Gates are shut, without special Cause, and special Licence from the Treasurer.

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You shall always wear your blue Livery.

You shall readily assist the Porter, and the other Beadles, to the utmost of your Power, in the Discharge of the several Parts of their Duty, and in their several Divisions.

And you shall observe all such Orders relating to your Office as are in force, or shall hereafter be devised, for the Good of this City and Hospital.

*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; being at all Times vigilant for the Safety and Well-doing of the Children of Christ's-Hospital.*

*The CHARGE of the SECOND BEADLE.†*

**Y**OUR Charge is (in Turn with the other three Beadles) to watch in this Hospital, from Midnight to Four in the Morning in Summer, and to Day-break in the Winter; going the Round, declaring the Time every Half-hour, and seeing that the Lamps burn till Day-light, or giving Notice of any Defect therein to the Steward the next Day. And every Morning, when you have not watched, you shall rise with the Children of this House, and come abroad; seeing that they perform their Morning-Offices, in getting Water, &c. without Disturbance, and attending in the Cloysters, near the Hall Stair-case, during Prayers and Breakfast; that, when Breakfast is

over, you may be ready to see that the Children go orderly to School.

You shall, in Turn with the third and fourth Beadles, open the Counting-House of this Hospital by Seven o'Clock in the Mornings following the first Beadle's Watch-Nights; sweeping and clearing the same from Dust in every Part, and lighting the several Fires when needful, that all things may be ready when the Clerks attend.

You shall also daily, and as Occasion shall serve, attend in this Hospital upon the Treasurer and Governors; and be ready and willing to execute such Business as the said Treasurer and Governors, or any of them, shall command you; and to do such other Business as shall be needful, by the Direction of the Clerks, or other chief Officers, in the Governors' Absence,

And whereas the Preservation of good Order amongst the Children of this Hospital very much depends upon your Sobriety, Diligence, and Fidelity, you shall at all convenient Times of the Day, and Evening before the Gates are shut, attend in the *Townditch*, fifteen Stairs, or Stair Case leading to the Third, Fifth, Eighth, Eleventh, and Twelfth Wards, and the North or dead Cloyster, or in one of those Places; giving frequent Attention to the Area within the Cloysters during the Hours for Play; and having with you at all such Times a small Cane, to prevent Annoyance to Passengers by Cricket, Trap-ball, Gig-whipping, or any other improper Game; and, to correct Rudeness, Profaneness,



ness, and every other Kind of Irregularity among the Children. And you shall take special Care that the Children do not fight with, or beat one another; and that no Child which does not belong to this Hospital, be dropt or left in any Part thereof; and shall clear the Hospital of all Loiterers, Beggars, Vagrants, and other idle Persons; that the Children, who are the first Objects of the Care of this House, may not contract Distempers, or have any ill Examples. You shall likewise see that the Children do not play or loiter about in School-time. And if you are called from this Duty to transact any other Business, you shall give Notice to the Porter, or other Beadles, whose Divisions are nearest to yours, that they may take Care of your Division in your Absence.

And whereas there is not any Gate which will wholly require your immediate Attention; you shall, twice at the least in every Evening, between the Time of shutting the Gates and Eleven o'Clock, visit the Gate at the End of the Counting-House Yard next *Christ-Church*, and see if the Person employed to take Care of that Gate is upon Duty; and, if it shall happen to be absolutely necessary for the Safety of the House, you shall take Charge of that Gate, by the Direction of the Steward, or any other resident Officer in the Steward's Absence, during such Necessity.

You shall go with the Children to Church constantly every *Sunday* and Holiday, unless you shall

shall be otherwise specially appointed, and attend there during Divine Service; to take Care that they behave orderly and reverently; and you shall acquaint the Steward if any Child shall behave amiss.

You shall take Care, by every proper Means, and to the utmost of your Power, to prevent Persons coming into the Hospital, but more especially into the Hall, or near the Hall-Gate, on *Sundays*, during the publick Supping, without the Ticket required by Order of the General Court.

And, to the End that the Hospital may not suffer by Fire, and may have immediate Assistance in case of such Accidents, you shall frequently assist the Porter and other Beadles in exercising the Fire-Engines; and you shall not be absent from the House, after the Gates are shut, without special Cause, and special Licence from the Treasurer.

You shall always wear your blue Livery.

You shall readily assist the Porter, and the other Beadles, to the utmost of your Power, in the discharge of the several Parts of their Duty, and in their several Divisions.

And you shall observe all such Orders relating to your Office as are in force, or shall hereafter be devised for the Good of this City and Hospital.

*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; being at all Times vigilant  
for*

*for the Safety and Well-doing of the Children of  
Christ's-Hospital.*

*The CHARGE of the THIRD BEADLE. †*

**Y**OUR Charge is, in Turn with the other three Beadles, to watch in this Hospital from Midnight to Four in the Morning in Summer, and to Day-break in the Winter; going the Round, declaring the Time every Half-hour, and seeing that the Lamps burn till Daylight, or giving Notice of any Defect therein to the Steward the next Day; and every Morning, when you have not watched, you shall rise with the Children of this House, and come abroad; seeing that they perform their Morning Offices, in getting Water, &c. without Disturbance; and attending in the Cloysters near the Hall Stair-Case during Prayers and Breakfast; that when Breakfast is over you may be ready to see that the Children go orderly to School.

You shall, in Turn with the second and fourth Beadles, open the Counting-House of this Hospital by Seven o'Clock in the Mornings following the first Beadle's Watch Nights; sweeping and clearing the same from Dust in every Part, and lighting the several Fires when needful; that all Things may be ready when the Clerks attend.

You shall also daily, and as Occasion shall serve, attend in this Hospital upon the Treasurer and Governors; and be ready and willing to execute



cute such Business as the said Treasurer and Governors, or any of them, shall command you; and to do such other Business as shall be needful, by the Direction of the Clerks, or other chief Officers, in the Governors' Absence.

And whereas the Preservation of good Order amongst the Children of this Hospital very much depends upon your Sobriety, Diligence, and Fidelity; you shall, at all convenient Times of the Day, and Evening before the Gates are shut, attend in the New Cloyster under the Writing-School, the Stair Case to that School, the Stair Case to the Ninth and Tenth, or *Bacon's* Wards, and the Privy Yard, or in one of those Places; giving frequent Attention to the *Townditch* during the Hours for Play; and having with you at all such Times a small Cane, to prevent Annoyance to Passengers by Cricket, Trap-ball, Gigg-whipping, or any other improper Game; and to correct Rudeness, Profaneness, and every other Kind of Irregularity among the Children. And you shall take special Care that the Children do not fight with, or beat one another; and that no Child which does not belong to this Hospital be dropt or left in any Part thereof; and shall clear the Hospital of all Loiterers, Beggars, Vagrants, and other idle Persons; that the Children, who are the first Objects of the Care of this House, may not contract Distempers, or have any ill Examples. You shall likewise see that the Children do not play or loiter about in School-Time. And if you are called from this  
Duty,

Duty, to transact any other Business, you shall give Notice to the Porter, or other Beadles whose Divisions are nearest to yours, that they may take Care of your Division in your Absence.

And when the Porter has locked up the Gates leading from *Townditch* to *Little Britain*, you shall receive the Keys of those Gates, and keep them for the Purpose of giving Passage to Officers and other Inhabitants, but not to Strangers, till Ten o'Clock in Summer, and Nine in Winter; at which Times the Gates shall be locked up, and the Keys delivered to the Porter of this House.

You shall go with the Children to Church constantly every *Sunday* and Holiday, unless you shall be otherwise specially appointed; and attend there during Divine Service, to take Care that they behave orderly and reverently; and you shall acquaint the Steward if any Child shall behave amiss.

You shall take Care by every proper Means, and to the utmost of your Power, to prevent Persons coming into the Hospital, but more especially into the Hall, or near the Hall Gate, on *Sundays*, during the publick Supping, without the Ticket required by Order of the General Court.

And to the End that the Hospital may not suffer by Fire, and may have immediate Assistance in case of such Accidents, you shall frequently assist the Porter and other Beadles in exercising the Fire-Engines; and you shall not be

be absent from the House, after the Gates are shut, without special Cause, and special Licence from the Treasurer.

You shall always wear your blue Livery.

You shall readily assist the Porter and the other Beadles, to the utmost of your Power, in the Discharge of the several Parts of their Duty, and in their several Divisions.

And you shall observe all such Orders relating to your Office as are in force, or shall hereafter be devised for the Good of this City and Hospital.

*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; being at all Times vigilant for the Safety and Well-doing of the Children of Christ's-Hospital.*

*The CHARGE of the FOURTH BEADLE.†*

**Y**OUR Charge is, in Turn with the other three Beadles, to watch in this Hospital from Midnight to Four in the Morning in Summer, and to Day-break in the Winter; going the Round; declaring the Time every Half-hour; and seeing that the Lamps burn till Day-light, or giving Notice of any Defect therein to the Steward the next Day; and every Morning, when you have not watched, you shall rise with the Children of this House, and come abroad; seeing that they perform their Morning Offices,  
in



in getting Water, &c. without Disturbance; and attending in the Cloysters, near the Hall Stair-Cafe, during Prayers and Breakfast; that, when Breakfast is over, you may be ready to see that the Children go orderly to School.

You shall, in Turn with the second and third Beadles, open the Counting-House of this Hospital by Seven o'Clock in the Mornings following the first Beadle's Watch Nights; sweeping and clearing the same from Dust in every Part, and lighting the several Fires when needful, that all Things may be ready when the Clerks attend.

You shall also daily, and as Occasion shall serve, attend in this Hospital upon the Treasurer and Governors, and be ready and willing to execute such Business as the said Treasurer and Governors, or any of them, shall command you; and to do such other Business as shall be needful, by the Direction of the Clerks, or other chief Officers, in the Governors' Absence.

And whereas the Preservation of good Order amongst the Children of this Hospital very much depends upon your Sobriety, Diligence, and Fidelity; you shall, at all convenient Times of the Day, and Evening before the Gates are shut, attend in the Counting-House Yard, near the Wicket Gate by *Christ-Church*, and in the East or Steward's Cloyster, or in one of those Places, giving frequent Attention to the Area within the Cloysters during the Hours for Play; and having with you at all such Times a small Cane, to prevent Annoyance

Annoyance to Passengers by Cricket, Trap-ball, Gig-whipping, or any other improper Game; and to correct Rudeness, Profaneness, and every other Kind of Irregularity among the Children. And you shall take special Care that the Children do not fight with, or beat one another; and that no Child which does not belong to this Hospital be dropt or left in any Part thereof; and shall clear the Hospital of all Loiterers, Beggars, Vagrants, and other idle Persons; that the Children, who are the first Objects of the Care of this House, may not contract Distempers, or have any ill Examples. You shall likewise see that the Children do not play or loiter about in School-time. And if you are called from this Duty to transact any other Business, you shall give Notice to the Porter, or other Beadles, whose Divisions are nearest to yours, that they may take Care of your Division in your Absence.

And when the Porter has locked up the Long Walk Gate, you shall receive the Key thereof, and keep it for the Purpose of giving Passage to Officers and other Inhabitants, but not to Strangers, till Ten o'Clock in Summer, and Nine in Winter; at which Times the Gate shall be locked up, and the Key delivered to the Porter of this House.

You shall go with the Children to Church constantly every *Sunday* and Holiday, unless you shall be otherwise specially appointed, and attend there during Divine Service, to take Care that they behave orderly and reverently; and you shall acquaint

acquaint the Steward if any Child shall behave amiss.

You shall take Care, by every proper Means, and to the utmost of your Power, to prevent Persons coming into the Hospital, but more especially into the Hall, or near the Hall Gate, on *Sundays*, during the publick Supping, without the Ticket required by Order of the General Court.

And, to the End that the Hospital may not suffer by Fire, and may have immediate Assistance in case of such Accidents, you shall frequently assist the Porter and other Beadles in exercising the Fire-Engines; and you shall not be absent from the House, after the Gates are shut, without special Cause, and special Licence from the Treasurer.

You shall always wear your blue Livery.

You shall readily assist the Porter, and the other Beadles, to the utmost of your Power, in the Discharge of the several Parts of their Duty, and in their several Divisions.

And you shall observe all such Orders relating to your Office as are in force, or shall hereafter be devised, for the Good of this City and Hospital.

*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; being at all Times vigilant for the Safety and Well-doing of the Children of Christ's-Hospital.*



accusant the Steward if any Child shall behave  
 You shall take Care by every proper Means  
 and to the Honour of your House to prevent  
 visitors coming into the Hall or near the Hall Gates  
 on Sundays during the public Service, and  
 the Ticket required by Order of the General  
 Court shall be presented to the Steward  
 and to the Clerk of the Hall and the Steward  
 shall by him and my three assistants within  
 one week of such Accidents, see that the  
 quantity of the Porter and other persons in ex-  
 ceeding the Five Engines, and you shall not be  
 absent from the House, and the Steward shall  
 present the Clerk and the Steward shall  
 the Treasurer.  
 You shall always wear your dress decently  
 You shall remain with the Porter, and the  
 other Beadles to the Honour of your House, in  
 the Discharge of the several Parts of their Duty  
 and in their several Offices.  
 And you shall observe all such Orders relating  
 to your Office as are in force, or shall here-  
 after be devised, for the Good of this City and  
 Holborn.  
 The Charge shall be taken of the Steward, the  
 Clerk of the Hall, and the Steward shall be  
 present at the Service of the Church, and shall  
 for the Service of the Church, and shall  
 Charles the first.  
 CHARLES



CHARGES AND ORDERS  
FOR  
HERTFORD.

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*The* CHARGE of the SURGEON and  
APOTHECARY.\*

**Y**OUR Charge is from time to time to employ your best Judgment and Skill in the Preservation of the Children belonging to *Christ's-Hospital*, and to administer such good and proper Medicines in Case of Sicknes or Lameness, and such immediate Help in Case of Accident as their various Necessities shall require; and in order that the Knowledge of the Children from time to time wanting your Assistance, may not be withheld from you, you shall be regularly informed by the Nurse of the Infirmary; to which Place Notice is to be constantly sent by the se-

veral Masters and Mistresses, of the Children absent from School on Account of Sickness or Lameness.

You shall have full Power to order any of the Children to or from the Infirmary, as you shall think proper.

You shall likewise give your best Advice to any of the Masters or Mistresses, and their immediate Families and Servants ; and to the several Nurses, and one Child or Servant constantly residing with each ; and shall furnish all or any or either of them with good and proper Medicines and Help, when any of their Cases or Situations shall require the same.

You shall not make or cause to be made any Bill or Charge to the Hospital for any Drugs or Medicines, or for any other Article in the way of your Profession, unless it be for Trusses for ruptured Children, or such like special Assistance, for the perpetual Help of any unfortunate Child under your Care.

And whereas by an Article in the Regulations for the Admission of Children into the Hospital, such as are afflicted with Distempers, Diseases, or Infirmities, which shall be judged infectious or incurable, are deemed improper Objects of the Care of this House ; if any such Child, after Admission, shall come under your Care, or within your Knowledge, you shall forthwith represent the Case of such Child to a Committee of Almoners.

And



You shall see that all the Apartments in the Infirmary be kept clean and well aired, and that the Beds be neat and comfortable; and shall direct the Nurse to provide proper Sustenance and Necessaries for the Children committed to her Care; for which Purpose she has the usual weekly Allowance for each Child, exclusive of her Salary.

And if at any Time further Assistance shall be wanting at the said Infirmary, on Account of the great Number of sick Children, or the particular Case of any sick or diseased Child, you shall immediately represent the Necessity of such further Assistance to the Treasurer, in Writing, who is empowered to give such Relief at his Discretion.

And lastly, if from the Appearance of the Children of any particular Nurse you have Reason to believe that their Diet in general is not proper and wholesome, or, being wholesome, that they have not a sufficient Quantity thereof, you shall admonish such Nurse, and give her your best Advice and Direction for her better Government in future.

*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform; and it is also earnestly recommended to you to promote the Welfare of the Children of Christ's-Hospital by every other Means in your Power.*

## NURSE of the INFIRMARY.\*

**T**HE Governors have reposed greater Confidence in you than in any of their other Nurses at *Hertford*; inasmuch as they have committed to your Care their sick and otherwise helpless Children; and you are, therefore, hereby admonished, that much Vigilance and Discretion, and an equal Degree of Tendernefs, must necessarily be exerted in the Discharge of the Duties of your Office.

And whereas the several School-Masters and Mistresses are desired by their Charges to send Notice to the Infirmary of any Child absent from School on Account of Sicknefs or Lameness; when any such Notice shall be left, you shall immediately carry the same, or cause it to be carried by a safe Hand, to the Surgeon and Apothecary appointed by the Governors; unless there shall be any Child under his Care in the Infirmary; in which Case you may wait his coming to give the said Notice.

You shall receive all such Children of this Hospital as shall be sent to the Infirmary from time to time by the Surgeon and Apothecary, and also such as shall be sent from *London* by Order of the Treasurer; and give them your best Assistance; regularly administering all such Medicines and Help as shall be ordered or delivered for their Benefit.

You

You shall provide for them such mild and proper Diet as shall be recommended or directed by the Surgeon and Apothecary; having the usual weekly Allowance with each Child for that Purpose; and you shall chearfully submit to all such other Directions as you shall from time to time receive from him, concerning the Children under your Care.

You shall comb the Heads of such of the Children as can sit up and bear it, at least three Times in a Week; and be very careful to keep them all perfectly clean and comfortable; to which End you shall be particularly attentive to the Beds and Bed-Furniture, that every Part thereof may be frequently aired, and kept continually sweet and clean.

You shall not lodge or entertain any Person except the Children of the Hospital, and occasionally one Servant to assist you in the Care of them.

And as often as the Nature of your Office, which implies Confinement, will permit, you shall attend Divine Service at the Parish Church, being at all Times regular in your Behaviour and decent in your Appearance; to the good Example of the other Nurses and the Children, and the Credit of the Hospital.

You shall not be absent from the Infirmary, which is to be your constant Dwelling, a single Day or Night, without Permission of the Treasurer, and the Concurrence of the Surgeon and Apothecary.



*This Charge points out some of the principal Duties of your Office, which you are strictly enjoined to perform; and to be at all Times so circumspect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care.*

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ORDERS for the MASTER of the READING and WRITING SCHOOL. \*

**Y**OU shall enter into the School immediately after Seven o'Clock in the Morning in Summer, and Eight o'Clock in Winter, and attend there until Eleven; and from One in the Afternoon until Five o'Clock in Summer, and Four in Winter; and your Assistants or Ushers shall attend during all the same Hours, and at such other Times as you shall think proper to direct.

And whereas an excellent Form of Prayer was anciently appointed by the Right Reverend Father in God, *Henry Compton*, then Lord Bishop of *London*, for the Use of the Children of this Hospital, you shall cause that Part of the same Form of Prayer which is suited to the Time of Day and the Place, to be read in your School Morning and Evening.

Of the Children committed to your Care, such as are or shall be under Nine Years of Age, shall be instructed in spelling and reading *English*;

*lish*; those between Nine and Eleven Years shall be frequently exercised in *English* Reading, and brought forward in Writing; and those above Eleven Years of Age, who can read *English* well, shall be chiefly instructed in Writing and Arithmetick; being occasionally exercised in *English* Reading.

You shall receive such Boys from the Grammar School, as shall be recommended to you by the Master of that School, two Hours every Day, *Saturdays* excepted; and shall instruct them until they shall be able to write Exercises; and on or near every Quarter-Day, you shall give Notice to the Grammar Master to withdraw such Children as can write a legible Hand, that their Places may be supplied by others who cannot write.

You shall take Care that none of the Children be absent from School, Forenoon or Afternoon, except on *Thursdays*, after Three o'Clock, *Saturdays* in the Afternoon, and the usual general Holidays; and when any Child is permitted to go from School of Necessity, you shall employ some Means, such as you may think best, to know that he returns in due Time.

You shall permit the Children to keep Holidays at the Seasons, and for the Spaces following:

At *Easter*, Eleven Days, including *Sundays*;

At *Whitsuntide*, a Week;

At *Bartholomew-tide*, Three Weeks;

At *Christmas*, Fifteen Days, including *Sundays* :  
Besides

Besides such other Saints' Days and Holidays as have been customarily kept.

You shall not permit your Ushers or Assistants to correct any of the Children, otherwise than by Shame; but if any of them misbehave in your Absence, you shall give such Correction as you think proper at your Return.

The Boys under your Care shall be arranged in Forms or Classes, and advanced according to their Progress; and out of the most forward Boys, you may choose some to assist in the Instruction of the younger and more backward Children.

You shall daily observe the Appearance and Apparel of the Children, and take Care that the Nurses send them to School neat and clean in all respects; and they shall not be sent, or go out of the Boundaries of the Hospital on any Account, without your Knowledge and Permission.

If any of the Boys under your Care shall attain to the Age of Fourteen Years, and shall be suitably forward in their Learning, you shall assign them some Employment for a Portion of the customary Holidays and Leisure-Days, to wean them, by Degrees, from a childish Fondness for Play, and to prepare them the better for entering into Business.

You shall go with the Children to hear Divine Service at the Parish Church every *Sunday* Morning and Afternoon; giving them frequent Caution to behave there orderly and reverently; and



and you shall take all possible Care that they behave with good Manners at all other Times, and carry themselves respectfully to all Persons whomsoever: And if any shall not conform in all respects to your Instruction, they shall receive due Correction at your Hand.

You shall keep a Book, in which you shall enter Memorandums of all the Repairs done at the various Buildings belonging to the Hospital's several Nurseries, and an Account of the Number of Persons actually employed in doing such Repairs; and you shall occasionally see that the Workmen so employed do not waste their Time; that you may be the better enabled to sign the Tradesmens' and Workmens' Bills when any such Works have been done.

You shall also frequently visit the several Nurses Houses, and inspect the Bread, Meat, Beer, and other Sustenance provided for the Children; and take Care that each Child has a sufficient Allowance; and these Visits are not to be made in Rotation, and to a certain Number of Houses, but indiscriminately, and to various Numbers at different Times; that none of the Nurses may know when to expect you.

And whereas it is against the long established Custom, and express Rule of the Hospital, to permit three Children to sleep in one Bed, you shall divide the Children equally amongst the several Nurses, as far as every two of them can be accommodated with a clean, comfortable Bed; and if any of the Nurses shall have a greater  
Number

Number of such Beds than others, such Nurses shall have the Advantage of an extra Number of Children until those who are found deficient shall be better provided.

And when any Child is absent from School on Account of Illness or Lameness, you shall cause one of your Ushers to leave Notice thereof at the Infirmary, for the Surgeon and Apothecary, that he may give Direction concerning, and take proper Care of, such Child.

You shall keep an exact Account of the Names and Ages of all the Boys sent to the Buildings at *Hertford*; the Times of their coming and removal; and how many are with each Nurse; and also the Names of the Girls in the Care of their several Nurses: And once in six or seven Weeks, or oftener, if it shall be found necessary, you shall make, or cause to be made, a fair Account of what shall be due to each Nurse for the Board and Care of her several Children, agreeable to the stated weekly Allowance for each Child; and you shall regularly transmit the same to the Counting-House in *London*, that it may be speedily discharged.

You shall cause the Play Grounds to be kept clean and free from Damp and Litter; and give Direction for all necessary Repairs to be done to the Tiling and Windows of all the Buildings; and if any material Repair, or any Alteration shall be wanting, you shall acquaint the Treasurer by Writing.

And

And you shall not farm any Land, or engage in any other Business which may lessen your Attention to the Instruction of the Children, or interfere with your Care of them in any Respect.

*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform ; and it is also earnestly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.*

#### ORDERS for the MASTER of the GRAMMAR SCHOOL.\*

**Y**OU shall enter into your School immediately after Seven o'Clock every Morning in the Summer, and Eight o'Clock in the Winter, and attend there until Eleven; and from One in the Afternoon until Five o'Clock in Summer, and Four in Winter; except *Thursdays* from Three o'Clock, *Saturdays* in the Afternoon, and the usual general Holidays.

And whereas an excellent Form of Prayer was antiently appointed by the Right Reverend Father in God *Henry Compton*, then Lord Bishop of *London*, for the Use of the Children of this Hospital, you shall cause that Part of the same Form of Prayer which is suited to the Time of Day and the Place, to be read in your School Morning and Evening.

You shall receive into your School all such of the Hospital Children as shall be appointed there-  
to



to by the Committee of Almoners, the Governors present upon any of the Visitations, or by the Treasurer; so as that your whole Number does not exceed three-eighth Parts of the Number of Boys at *Hertford*; and shall instruct and complete the same Children in the spelling and reading of *English*, and in the Knowledge of *English* grammatically. And, when any of them shall be so completed in *English*, you shall instruct them in the Rudiments of the *Latin* Tongue, and advance them in the Knowledge of that Language, and of the *Greek*, to the utmost of your Power during their Continuance under your Care.

You shall, from time to time, select about thirty Boys of your School, and send them two Hours in every Day, *Saturdays* excepted, to the Writing-School, to be instructed until they shall be capable to write Exercises; and you shall, on or near every Quarter-Day, withdraw such as can write a legible Hand, and send others, who cannot write, in their Places.

You shall take Care that none of the Boys absent themselves from School without special Cause; and when any are permitted to go out of Necessity, you shall employ such Means as you shall think best to know that they return in due Time.

You shall permit the Children to keep Holidays at the Seasons and for the Spaces following:

At *Easter*, Eleven Days, including *Sundays*;

At *Whitsuntide*, a Week;

At *Bartholomew-tide*, Three Weeks;

At

At *Christmas*, Fifteen Days, including *Sundays* : Besides such other Saints' Days and Holidays as have been customarily kept.

The Boys under your Care shall be arranged in Forms or Classes, and advanced according to their Progress; and out of the most forward Boys you may, if you think proper, appoint some to assist the younger and more backward.

You shall daily observe the Appearance and Apparel of the Children, and see that the Nurses send them to School neat and clean in all respects; and as often as any of the Boys at *Hertford* shall fall under your Observation out of School-Hours, you shall see that they behave with good Manners, and carry themselves respectfully to all Persons whomsoever.

And when any Child is absent from School on account of Illness or Lameness, you shall send his Name to the Infirmary for the Surgeon and Apothecary, that he may give Directions concerning, and take proper Care of, such Child.

And you shall not farm any Land, or enter into any other Engagement which may lessen your Attention to the Instruction of the Children, or interfere with your Care of them in any Respect.

*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform; and it is also earnestly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.*

*The* CATECHISER'S CHARGE. •

**Y**OUR Charge is, three Times in a Week, except the Holidays, carefully to instruct and teach the poor Children of this Hospital at *Hertford*, in the fundamental Points of the Christian Religion, according to the Catechism of the Church of *England*; that is to say, on *Tuesday*, *Thursday*, and *Saturday*, from Eleven to Twelve o'Clock.

You shall take Care so to instruct all the said Children, that they may be ready at all Times to give an Account of the said fundamental Points of the Christian Religion without Book, to any who shall demand the same.

And you shall, at all convenient Times, visit the Children in their several Houses, and see that they behave there in a decent and orderly Manner; and as often as they fall under your Observation at other Times, you shall take Care that they behave with good Manners, and carry themselves respectfully to all Persons whomsoever.

*And you are not only hereby enjoined to perform these several Duties; but it is also earnestly recommended to you to promote the Good of the Children of Christ's-Hospital by every other Means in your Power.*

NURSES



## NURSES of the BOYS. \*

**W**HEREAS you are permitted to reside in one of the Houses in the Buildings belonging to *Christ's-Hospital*, at *Hertford*, for the express Purpose of receiving into the said House as many of the Boys of the said Hospital as the Governors thereof shall think fit to commit to your Care; you are to employ your whole Time in a motherly and kind Attention to the Comfort and Welfare of the said Children; carefully avoiding all Railing, Scolding, and every Kind of Immorality; and not permitting the Children to play at Cards, or any other improper or hurtful Games.

And if at any Time hereafter the Governors shall disapprove of your Conduct as a Nurse, and shall give you Notice to quit the said House, you shall do so, peaceably and quietly, within three Months after you have received such Notice; that so excellent a Work as *Christ's Hospital* may not receive any Interruption by your Means.

You shall submit to all such Orders as have been, or shall from time to time be devised by the Governors, and to such Directions as shall at any Time be given by the Master of the Writing School, for the good Management of the Children committed to your Care.

You shall see that the Children go to Bed clean washed; and that they be not out of their Rooms after Eight at Night from *Lady-Day* to *Michael-*  
G
mas,

*mas*, or after Seven at Night from *Michaelmas* to *Lady-Day*.

You shall comb and cleanse all your Childrens Heads three Times every Week in Winter, and oftener in Summer; wash their Necks once in seven Days; and see that their Feet be washed once in every Month; and at such Times you shall carefully inspect if any of them have the Itch; and, if you have any Doubt about the Cleanness of any Child, you shall present him as soon as possible to the Surgeon and Apothecary for his Direction: And you shall keep every Part of the Childrens' Apparel and Bedding whole and clean, that they may go to their respective Schools perfectly decent every Day; without any Trouble to their Masters to remind you of your Duty in that respect.

You shall provide sufficient sweet and wholesome Diet for the Children, to the Satisfaction of the Writing Master and the Surgeon and Apothecary.

You shall take Care that all the Children be sent to School by Seven o'Clock in the Morning in the Summer, and by Eight in the Winter Season; and that no Boy absent himself without Leave of his Master; and if you detain any Child on account of Sickness, Lameness, or Accident, you shall give Notice thereof to the proper Master of such Child; and shall be vigilant that he may be seen by the Surgeon and Apothecary as soon as possible.

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You shall see that the Children are covered in their Beds before you go to Rest, to prevent their taking Cold.

You shall, after the Children are gone to Bed, employ yourself in mending their Wearing Apparel, or in other necessary Employments for their Benefit.

You shall constantly attend Divine Service with the Boys every *Sunday* at the Parish Church, Morning and Afternoon, unless prevented by Illness, or assigning to the Writing Master good Cause for your Absence.

You shall not lodge or entertain any Child except the said Boys, or any other Person, save such as may be necessary to assist you in the Care of them.

You shall not be absent from your House a single Day or Night without Permission from the Writing Master.

*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; and to be at all Times so circumspect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care; and you are not to concern yourself with any other Person's Office; but seeing any Thing amiss, you shall acquaint the Writing Master therewith, and take no further Concern therein.*



*The* CHARGE of the UPPER GIRLS'  
SCHOOL-MISTRESS.

**Y**OU shall be constantly in the School from Seven to Eleven in the Morning, and from One to Five in the Afternoon in Summer; and from Eight to Eleven in the Morning, and from One to Four in the Afternoon in the Winter Season; *Thursdays* from Three o'Clock in the Afternoon, *Saturdays* in the Afternoon, and the usual Holidays, only excepted.

And whereas an excellent Form of Prayer was antiently appointed by the Right Reverend Father in God, *Henry Compton*, then Lord Bishop of *London*, for the Use of the Children of this Hospital, you shall cause that Part of the same Form of Prayer which is suited to the Time of Day, and to the Place, to be read in the School every Morning and Evening; and you shall attend Divine Service with the Girls on *Sundays* at the Parish Church every Morning and Afternoon, unless prevented by Illness, or having other just Cause of Absence.

You shall, three Times in every Week, except the Holidays, carefully instruct all the Girls in the fundamental Points of the Christian Religion, according to the Catechism of the Church of *England*; that is to say, on *Tuesday*, *Thursday*, and *Saturday*, at the Hour which will least interfere with the other Branches of their Learning;  
and

and you shall make it your earnest Endeavour that the Children may be ready, at all Times, to give an Account of the said fundamental Points without Book.

You shall, to the best of your Power, teach the Girls who shall from time to time be under your Care, to read *English* well; and to work so as that they may be able to make up all the Linen worn or used by the Children of this Hospital in Town and Country; and, with the Assistance of the Under-Mistress, you shall take Care that the same Needle-work be continued to be done under the usual Direction.

You shall superintend the whole of the Girls' School, Under Mistress's, and Nurses' Houses, and be accountable for the Conduct, good Management, and Behaviour of such Under Mistress and Nurses; and see that the said Buildings are kept sweet and clean; that the Children are orderly and suitably employed when at Home; and that the Nurses provide good and wholesome Bedding and Provision for them.

And whereas you have an ample Allowance from the Hospital for the express Purpose of keeping a Servant; you shall take special Care that no Girl be sent, or on any Pretence permitted to go, out of the Buildings into the Town, or elsewhere, unless when they go to Church, or walk for the Air, with yourself, the Under Mistress, or their respective Nurses; and you shall also take Care, to the utmost of your Power, that the Children behave with good Manners at all

all Times, and carry themselves respectfully to all Persons whomsoever.

And when any Child shall be absent from School on account of Sickneſs or Lameneſs, you ſhall ſend Notice thereof, with the Child's Name, to the Infirmary for the Surgeon and Apothecary, that he may give Directions concerning, and take proper Care of, the ſaid Child.

You ſhall permit all the Girls to keep Holidays at the Seasons and for the Spaces following :

At *Eaſter*, Eleven Days, including *Sundays* ;

At *Whitſuntide*, a Week ;

At *Bartholomew-tide*, Three Weeks ;

At *Chriſtmas*, Fifteen Days, including *Sundays* :  
Beſides ſuch other Saints' Days and Holidays as have been cuſtomarily kept.

*This Charge points out ſome of the principal Duties of your Office, which you are hereby enjoined to perform ; and it is alſo earneſtly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.*

### *The* CHARGE of the UNDER GIRLS' SCHOOL-MISTRESS.

**Y**OU ſhall be conſtantly in the School from Seven to Eleven in the Morning, and from One to Five in the Afternoon in Summer ; and from Eight to Eleven in the Morning, and from One to Four in the Afternoon, in the Winter Season ;



Season; *Thursdays* from Three o'Clock in the Afternoon, *Saturdays* in the Afternoon, and the usual general Holidays, only excepted.

You shall be present at Prayers in the School every Morning and Evening, and attend Divine Service with the Girls on *Sundays* at the Parish Church every Morning and Afternoon, unless prevented by Illness, or having other just Cause of Absence, to be allowed of by the Upper Mistress.

You shall, to the best of your Power, assist the Upper-Mistress, in teaching such of the Girls as she shall appoint to be under your Care, to read; and to work Plain-work, so as to qualify them to make up the Linen for the Children of this Hospital in Town and Country.

You shall not send any of the Children on Errands into the Town; and if you know of any being sent, or permitted to go, out of the said Buildings, on any Pretence whatsoever, you shall immediately acquaint the Upper Mistress thereof; taking Care to the utmost of your Power, that the Children behave at all Times with good Manners, and carry themselves respectfully to all Persons whomsoever.

And when any Child shall be absent from School on account of Sicknefs or Lameness, you shall send Notice thereof, with the Child's Name, to the Infirmary, for the Surgeon and Apothecary, that he may give Directions concerning, and take proper Care of, the said Child.

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*This Charge points out some of the principal Duties of your Office, which you are hereby enjoined to perform; and it is also earnestly recommended to you to promote the Welfare of the Children committed to your Care by every other Means in your Power.*

### *The WRITING MASTER to the GIRLS.\**

**Y**OU shall attend daily in the Girls' School belonging to this Hospital from Eleven to Twelve o'Clock, *Saturday* excepted, instructing all the Girls who are above Eleven Years of Age in Writing and Arithmetick.

You shall, as the Children advance in Arithmetick, furnish them with the necessary Tables, and see that they learn them in reasonable Time.

And if any of the Children shall be so idle or careless, as that you cannot reform them by Admonition or Shame, you shall give their Names and an Account of their Negligence, or other Misbehaviour, to the Upper School-Mistress.

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### *NURSES of the GIRLS.†*

**W**HEREAS you are permitted to reside in one of the Houses in the Buildings belonging to *Christ's-Hospital*, at *Hertford*, for the express Purpose of receiving into the said House as many  
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of the Girls of the said Hospital as the Governors thereof shall think fit to commit to your Care; you are to employ your whole Time in a motherly and kind Attention to the Comfort and Welfare of the said Children; carefully avoiding all Railing, Scolding, and every Kind of Immorality; and not permitting the Children to play at Cards, or any other improper or hurtful Games.

And if at any Time hereafter the Governors shall disapprove of your Conduct as a Nurse, and shall give you Notice to quit the said House, you shall do so, peaceably and quietly, within three Months after you have received such Notice; that so excellent a Work as *Christ's Hospital* may not receive any Interruption by your Means.

You shall submit to all such Orders as have been, or shall from time to time be devised by the Governors, and to such Directions as shall at any Time be given you by the Upper Mistress for the good Management of the Children committed to your Care.

You shall see that the Children go to Bed clean washed; and that they be not out of their Rooms after Eight at Night from *Lady-Day* to *Michaelmas*, or after Seven at Night from *Michaelmas* to *Lady-Day*.

You shall comb and cleanse all your Childrens' Heads three Times every Week in Winter, and oftener in Summer; wash their Necks once in seven Days; and see that their Feet be washed once in every Month; and at such Times you shall carefully inspect if any of them have the  
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Itch;



Itch; and, if you have any Doubt about the Cleanness of any Child, you shall present her as soon as possible to the Surgeon and Apothecary for his Direction: And you shall keep every Part of the Childrens' Apparel and Bedding whole and clean, that they may go to their School perfectly decent every Day; without any Trouble to the Upper Mistress to remind you of your Duty in that respect.

You shall provide sufficient sweet and wholesome Diet for the Children, to the Satisfaction of the Upper Mistress and the Surgeon and Apothecary.

You shall take Care that all the Children be sent to School by Seven o'Clock in the Morning in the Summer, and by Eight in the Winter Season; and that no Girl absent herself without Leave of the Upper Mistress; and if you detain any Child on account of Sicknefs, Lameness, or Accident, you shall give Notice thereof to the Mistress of such Child; and shall be vigilant that she may be seen by the Surgeon and Apothecary as soon as possible.

You shall see that the Children are covered in their Beds before you go to Rest, to prevent their taking Cold.

You shall, after the Children are gone to Bed, employ yourself in mending their Wearing Apparel, or in other necessary Employments for their Benefit.

You shall constantly attend Divine Service with the Girls every *Sunday* at the Parish Church,  
Morning

Morning and Afternoon, unless prevented by Illness, or assigning to the Upper Mistress good Cause for your Absence.

You shall not lodge or entertain any Child except the said Girls, or any other Person, save such as may be necessary to assist you in the Care of them.

You shall not be absent from your House a single Day or Night without Permission from the Upper Mistress.

*This Charge points out some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; and to be at all Times so circumspect in your general Conduct that it may be a fair and profitable Example to the Children committed to your Care; and you are not to concern yourself with any other Person's Office; but seeing any Thing amiss, you shall acquaint the Upper Mistress therewith, and take no further Concern therein.*

Morning and Afternoon, unless prevented by illness, or assigned to the Upper Minister's good Cause for your Absence.

You shall not lodge or entertain any Child except the said Girls, or any other Person, save such as may be necessary to assist you in the Care of them.

You shall not be absent from your House a single Day or Night without Permission from the Upper Minister.

The said Points are some of the principal Duties of your Office, which you are hereby strictly enjoined to perform; and to be at all Times so circumstanced in your personal Conduct that it may be a fair and profitable Example to the Children committed to your Care; and you are not to concern yourself with any other Person's Office, but doing every Thing which you shall require the Upper Minister to command, and take no further Concern therein.





